DOCUMENT RESUME

ED 041 593 LI 001 881

TITLE	Proceedings of the 1969 Departmental Library Workshop, September 29 - October 3, 1969.
INSTITUTION	Department of the Interior, Washington, D.C. Office of Library Services.
PUB DATE	70
NOTE	169p.
EDRS PRICE	EDRS Price MF-$0.75 HC-$8.55
DESCRIPTORS	Administration, Cataloging, *Decentralized Library Systems, *Government Libraries, *Librarians, Library Acquisition, Library Networks, *Library Programs, Library Services, Library Skills, *Library Technical Processes, National Libraries
IDENTIFIERS	*Department of the Interior Libraries

ABSTRACT

The annual workshop was established in order to make the expertise of each library available to the rest of the approximately 70 interior libraries. The 1969 Workshop was held in Denver, Colorado from September 29 to October 3. Some of the subject areas discussed include: (1) career development problems in the Department of the Interior library system, (2) union list of serials, (3) intern programs within departmental libraries, (4) translations, (5) personnel policies, (6) small-library problems, (7) acquisitions and binding, (8) cataloging and classification in the small library, (9) library finances, (10) adminstering an information activity, (11) the libraries' role in solving environmental problems, (12) a summation from the field and (13) summation from the department. Biographical information about the speakers, a list of workshop participants and lists of field libraries and field collections are appended. (NH)

ED041593

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

PROCEEDINGS OF THE

1969
DEPARTMENTAL LIBRARY WORKSHOP

September 29 — October 3, 1969

I 27.001 881

UNITED STATES DEPARTMENT OF THE INTERIOR
OFFICE OF LIBRARY SERVICES
WASHINGTON, D. C.

CONTENTS

Page

Preface - i

WELCOME TO DENVER - 1

Warren B. McBirney
Chief, Office of Engineering Reference
Bureau of Reclamation
Denver, Colorado

A VIEW FROM THE UNIVERSITY- - - - - - - - - - - - - - - - 3

Dr. Daniel M. Ogden, Jr.
Dean, College of Humanities and Social Sciences
Colorado State University

CAREER DEVELOPMENT PROBLEMS IN THE
DEPARTMENT OF THE INTERIOR LIBRARY SYSTEM - - - - - - - 6

John R. Garnett, Assistant Director
Office of Personnel Management
United States Department of the Interior

UNION LIST OF SERIALS - - - - - - - - - - - - - - - - - - 16

David Crown
Computer Systems Analyst
Office of Library Services
Washington, D.C.

INTERN PROGRAMS WITHIN DEPARTMENTAL LIBRARIES - - - - - 20

Erik Bromberg
Director of Library Services
Washington, D.C.

TRANSLATIONS- 22

Miss Suzanne Mayer
Chief, Accessions Services Division
Office of Library Services
Washington, D. C.

Page

LIBRARY PERSONNEL POLICIES - - - - - - - - - - - - - - - - 25

Fred Murray, John Garnett, Suzanne Mayer

PROBLEMS ENCOUNTERED IN A SMALL LIBRARY- - - - - - - - - 31

Mrs. Sophie Hirtz
Bureau of Reclamation, Region 2
Sacramento, California

ACQUISITIONS AND BINDING - - - - - - - - - - - - - - - - - 39

Mrs. Deborah E. Andersen
Denver Wildlife Research Center

CATALOGING AND CLASSIFICATION IN THE VERY SMALL
SPECIAL LIBRARY - 44

Thomas J. Whitby
Graduate School of Librarianship
University of Denver

RECLAMATION'S S.D.I. SYSTEM- - - - - - - - - - - - - - - 49

William T. Waterhouse
Bureau of Reclamation
Denver, Colorado

SUBJECT GROUP MEETINGS

BUREAU OF MINES - 54

FISHERIES - 56

WATER AND POWER - 57

Remarks 59

John S. Schimmelbusch
Librarian
Bonneville Power Administration

LANDS - 63

BUREAU OF INDIAN AFFAIRS- - - - - - - - - - - - - - - - 64

Page

THE CONSERVATION LIBRARY CENTER- - - - - - - - - - - - - 66

Miss Kay Collins, Librarian
Denver, Colorado

BIBLIOGRAPHICAL CENTER FOR RESEARCH
ROCKY MOUNTAIN REGION, INC. - - - - - - - - - - - - - - - - 70

LIBRARY FINANCES - 73

Frederic E. Murray
Assistant to the Director
Office of Library Services
Washington, D.C.

ADMINISTERING AN INFORMATION ACTIVITY - - - - - - - - - 76

Warren B. McBirney
Chief, Office of Engineering Reference
Bureau of Reclamation
Denver, Colorado

SPECIAL COLLECTIONS IN DEPARTMENT OF THE
INTERIOR LIBRARIES - 82

Miss Suzanne Mayer
Chief, Division of Accession Services
and
Mrs. Ruth Rehfus
Reference Librarian
Office of Library Services
Washington, D.C.

DEFENSE DOCUMENTATION BRIEFING - - - - - - - - - - - - - 91

Lt. Col. William Sommer
Office of Customer Relations
Defense Documentation Center
Alexandria, Virginia

THE ROLE OF LIBRARIES IN SOLVING ENVIRONMENTAL PROBLEMS- 100

Maurice D. Arnold
Regional Director, Mid-Continent Region
Bureau of Outdoor Recreation
Denver, Colorado

Page

UNDERSTANDING - THE KEY TO BETTER
ACQUISITION SERVICE - 104

Jerome Schwartz
Key Book Service
Bridgeport, Connecticut

UNDERSTANDING - THE KEY TO BETTER
BINDING SERVICE - 110

Frank J. Jasek
Library Binding Company
Waco, Texas

NATURAL RESOURCES DIVISION SPECIAL LIBRARIES ASSOCIATION -116

Miss Kay Collins, Librarian
Conservation Library Center
Denver Public Library

SUMMATION FROM THE FIELD - - - - - - - - - - - - - - - - - - 119

Mrs. Janet B. Talbot
Bureau of Reclamation
Denver, Colorado

SUMMATION FROM THE DEPARTMENT - - - - - - - - - - - - - - - - 123

Erik Bromberg
Director of Library Services
Washington, D.C.

CLOSING ADDRESS - 125

George E. Robinson
Deputy Assistant Secretary for Administration
United States Department of the Interior
Washington, D.C.

APPENDIX

Biographical Information on Speakers
List of Participants
Exhibit A
Exhibit B
List of Field Libraries and Field Collections

PREFACE

There are few Interior Department Librarians who remember back to the pre-1949 days when there was no Departmental Library. In those days the giant Interior building in Washington housed separate libraries such as those of the Bureau of Minea, Bureau of Fish and Wildlife, Bureau of Reclamation, the Office of the Solicitor, and others. Each of these Bureau libraries had as part of its function service to its field installations. In 1948, Secretary Chapman felt this to be a useless redundancy and ordered the consolidation of these libraries into a Departmental Library led by Paul Howard, my predecessor.

Now we are working toward the day when each of the approximately 70 Interior libraries need not feel it stands alone, without outside support and consultation. We are working toward the day when the expertise that each of us has can be at the service of our sister installations.

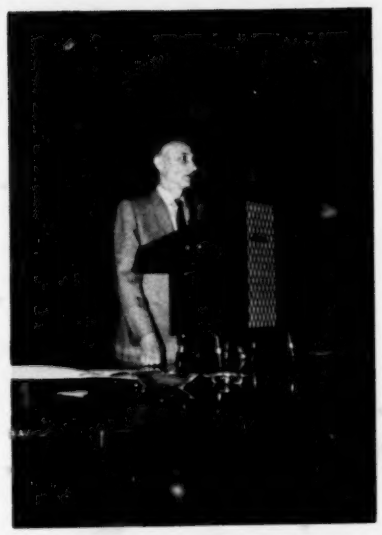
Toward this end the Departmental Library has established the annual Workshop. These genuinely cooperative ventures sharing the knowledge, services and now geographical location of all continue to show development into splendid forums for exchange of information and opinions. Out of this eventually will come a self-help system of which we all can be proud.

Erik Bromberg

Erik Bromberg
Director of Library Services

WORKSHOP SPEAKERS

GEORGE E. ROBINSON



ERIK BROMBERG

JOHN R. GARNETT

DR. DANIEL M. OGDEN, JR.

WARREN B. McBIRNEY

WELCOME TO DENVER

By

Warren B. McBirney
Chief, Office of Engineering Reference
Bureau of Reclamation
Denver, Colorado

Mr. Bromberg, ladies and gentlemen, guests. On behalf of Interior agencies at the Denver Federal Center, I want to welcome you to the 1969 Departmental Library Workshop. When Mr. Bromberg began considering an appropriate site for the first workshop to be held outside Washington, we were delighted that he thought of Denver and we eagerly accepted his invitation. Besides being located conveniently to all sections of the country, unless you happen to work in Washington, Denver offers a medium-altitude climate that is usually at its best in the interim between summer and fall. Since these words were prepared much before your arrival, I may find myself in an apologetic situation. Hopefully not.

Denver is known as the Mile-High City, and just a few blocks from here there is a step on the State Capitol Building that is exactly 5,280 feet above sea level. Tomorrow all sessions will be held at the Denver Federal Center, several miles to the west, where the elevation is 5,600 feet; and some 60 miles on farther west the Rocky Mountains dominate the scene with 65 peaks along the range in Colorado over 14,000 feet altitude.

Distances in this area are misleading, so before any of you consider taking a before-dinner stroll to the foothills, let me caution you that the distance from here is about eleven miles.

Mr. Bromberg and his staff have arranged an interesting program this year, one designed to probe many problem areas that concern each of you. I think there will be sufficient changes in scene so that your attention will not wane. For example, tomorrow the entire program will be conducted at the Denver Federal Center, about 9 miles from here. Twenty-two agencies have offices at the Center with 6-7,000 employees. Busses will leave the New Albany Hotel at 8 a.m. sharp to arrive at the Center about 8:30. I suggest you be on one if you wish to avoid a $3.00 taxi fare.

The morning there is devoted to discussions on problems in the small library and in the afternoon tours have been arranged for the Geological Survey library and other facilities as well as the engineering laboratories of the Bureau of Reclamation. Busses will take you from one building to another so that most of your walking will be inside.

Tuesday evening will feature a dinner at an Italian restaurant where entertainment in the operatic vein is excellent--not so far out you must be a long-hair to enjoy it--also lighter popular numbers. We must ask you to get your admission cards for the dinner today so that the restaurant can plan seating arrangements. Don't be misled by the card; it is not a ticket for a paid dinner. Please wear your badge so you will be seated together. Be there by 7 p.m. for entertainment at 7:30 p.m.

Wednesday morning we will break up into subject group meetings--some in this room (former Court Room), some in the Federal Building across the street (check your program), and the rest down the hall in a former law library, Room 284, where displays are laid out. In the afternoon we will be graciously hosted by the Denver Public Library, with tours of an excellent Bibliographic Center and a Conservation Library Center. Busses will take you there, but will not bring you back, unless the weather is bad.

All Thursday sessions will be in this auditorium. There will be a luncheon at the New Albany Hotel, where we will be honored by an address by Mr. Maurice Arnold, Regional Director for the Mid-Continent Region of the Bureau of Outdoor Recreation. For this event, tickets should be purchased not later than Wednesday noon, at $3.75 each.

Friday is devoted to summations and an address by the Assistant Secretary for Administration, the Honorable Lawrence H. Dunn. I am sure you will agree that we are honored that he could take the time to come to Denver. The closing session with him should be a fine one.

Now returning to my role as a member of the Chamber of Commerce, I hope some of you will be able to see the Denver area and perhaps get into the mountains in the evenings or this coming weekend. Brief stays at higher altitudes have rarely been known to affect those with weaker constitutions, even when you have come from sea level.

Once again let me express our pleasure in having you here in Denver, and our hope that you will find your stay interesting, from the professional standpoint and a recreational one also.

"A VIEW FROM THE UNIVERSITY"

by

Dr. Daniel M. Ogden, Jr.,
Dean, College of Humanities and Social Sciences
Colorado State University

Formerly, Director of Budget
United States Department of the Interior

Cooperation must be the central concept governing relations between those of us who are working at the universities, and those of you who are working in the Federal service. We have resources which you need. You have resources which we need. Together, we can far better serve the American people.

University libraries basically serve two purposes. They support instruction, especially undergraduate instruction, in the wide range of fields the university offers. At Colorado State University this means books, journals, and other materials ranging from Art to Vocational Education in my college; from Agriculture to Veterinary Medicine in the professional colleges; from Chemistry to Zoology in the natural sciences. Often, because they are assigned for class reading, certain materials are needed in multiple copies.

University libraries also support research by graduate students and by the faculty. Much of the collection of a truly great university library will be devoted to research support, for undergraduate instruction probably can be supported upon a basic collection of between 100,000 and 200,000 volumes.

Yet even a great library cannot hope to acquire everything. It must specialize in those materials of most immediate and direct use on its own campus, and leave to other universities the collection of materials to serve other types of scholars. Thus the University of Colorado has little need for an advanced research collection in Agriculture; while we have little need for one in dentistry.

The Library of the Department of the Interior serves a special clientele with special services. Hopefully, it can soon be labeled the Natural Resources Library for the United States. That it should surely be. But, in the meantime, it at least should be a basic reference library for the professional staff serving the Department in its many resources fields and in fields of service to the American Indians. In that process, however, Interior collects and makes available many specialized materials which are of assistance to university research workers in these fields.

We need interaction, then. We need to be able to turn to you for materials which you routinely collect but which never come our way -- especially many specialized reports of the Interior agencies. We can offer in return many items which may only occasionally be of use to your people and which you therefore will not collect--items in the social sciences, the humanities, and the general natural sciences, for example.

We both face severe budget limitations which hamper daily operations and which greatly curtail needed acquisitions. Given the communications explosion, we can only maintain service by maintaining communication among libraries which know they have collections of mutual interest.

Why should Colorado State University have such special interest in the Department of the Interior Library? The answer lies in Colorado State's emphasis upon most aspects of natural resources and environmental quality. Our College of Forestry and Natural Resources produces many types of career personnel for Interior and conducts research of direct interest to the Department in forestry, range management, watershed management, fish and wildlife management, and outdoor recreation. We have both a cooperative fisheries unit and a cooperative wildlife unit on the campus.

Our Natural Resources Center maintains close liaison with the Office of Water Resources Research and maintains the Water Resources Research Center for the State of Colorado among its other duties.

Our College of Engineering is deeply involved in atmospheric science research for the Bureau of Reclamation, in water and air pollution research, in irrigation engineering, in hydraulics, in electrical engineering, and in other phases of engineering work of direct concern to the Department.

The College of Agriculture engages in much research and teaching of direct use to the Bureau of Reclamation and to the Bureau of Indian Affairs in all of its applied areas of Agriculture.

The College of Natural Sciences, especially through the Department of Geology, maintains close ties with the Geological Survey and other bureaus. This past summer, for example, one of the University's geologists was at Glacier Bay National Monument for the National Park Service continuing the study of glacier movement there.

In my College, the College of Humanities and Social Sciences, we have special interest from several departments. The Department of Political Science long has held primary interest in teaching, research, and service in the policy and administration of natural resources. This

year, we have added two well-known specialists in natural resources to make our department the nation's leader: Henry P. Caulfield, Jr., who has served as Executive Director of the Water Resources Council since its creation and who before that was Director of the Resources Program Staff in the Office of the Secretary of the Interior; and Norman Wengert, who recently served as Chairman of the Political Science Department at Wayne State University, and who was prominent in the Outdoor Recreation Resources Review Commission and earlier was a member of the Program Staff at the Department of the Interior.

Our Department of Economics has long specialized in natural resources economics. One of our recent Ph.D.'s, for example, joined the staff of the Office of Territories this past summer.

Social problems related to resources development and use have attracted our Sociologists, several of whom are now working on resource-related problems. Our historians are working out programs of study which will better serve the career needs of National Park historians.

Our geographers also have found resources a special area of research and teaching interest. Our physical education department has an active recreation and playgrounds program.

Other departments are interested in problems of the American Indians. Our Department of English has a special group of professors skilled in teaching English as a second language. This past year, one of our experienced full professors spent the entire year on the Navajo reservation teaching Bureau teachers how to improve their skills in teaching English as a second language. An affiliate professor is there now conducting classes.

Our anthropoligists have a continuing interest in Indian culture, cultural assimilation, and change. Our vocational educators are concerned with training teachers who can impart basic skills for the work-a-day world, especially to economically disadvantaged and minority group young people and adults.

These efforts are being further stimulated by several interdepartmental and intercollege programs to promote broader basic training in natural resources policy and administration -- to produce young men and women who have needed specialties but also have acquired broad backgrounds in the several disciplines which apply their skills to the resources field.

Thus our interest in what Interior is doing has grown rapidly, even in the past year. We need to keep in touch with you and what you are doing. We intend to do so. We are delighted that you are keeping in touch with us. Let us continue to do so. Together we can better serve our own constituencies, each other, and most importantly, the American people.

CAREER DEVELOPMENT PROBLEMS IN THE DEPARTMENT OF THE INTERIOR LIBRARY SYSTEM

By

Mr. John R. Garnett, Assistant Director
Office of Personnel Management
United States Department of the Interior

After the stimulation of a Dan Ogden, the only effective change of pace has to be that of relaxation and loosening up. You have a long week ahead. While it certainly looks as though every convenience has been provided by the Washington hierarchy, the Denver committee, and all those who have arranged this Workshop, the fact is that any week-long session of chair sitting can end up being primarily an ordeal of physical survival. So I should like to pass on to you the philosophy of the octogenarian who was asked about her recipe for longevity. Her reply was:

"When ah stands, ah stands tall - when ah sits, ah sits loose."

So, to survive the stimulation of the week before you - sit loose.

Any consideration that I make of career development must begin with the story about the two cannibals who were reminiscing over past delicacies. The first one remarked:

"Did you ever eat a Park Ranger?" to which the reply was:
"Oh yes, but they're too tough!"
"How about a Wildlife Refuge Manager?"
"Great! But too gamey..."
"How about a Personnel Officer?"
"Sure. But did you ever try to clean one?"

I have never applied this particular dialogue to librarians. Perhaps you had better draw your own conclusions as to how they taste.

In discussing career issues pertaining to librarians in Interior, a brief coverage of the Department's growth might be in order. (The following data was obtained, as you might expect, from the library.)

In the legislative debates that preceded the establishment of Interior in 1849, it was obvious that Congress intended us to be what the British call the "Home" Department, as opposed to the "Foreign Affairs" Department. Thus we at once became the repository for many stray, independent agencies that Congress wanted to place under closer administrative wraps. Thus as the "home" for such unrelated agencies as Saint Elizabeth's Hospital, the Board of

Directors for the Union Pacific Railroad, and the Census Bureau, we learned our first and most persistent nickname, "A Loose Confederation of Warring Tribes." Another nickname, less appropriate today, was "The Mother of Departments" - stemming from the fact that Interior has served as the spawning ground for many other agencies. To name a few: the Patent Office, Census Bureau, Veterans Administration, Labor Department, Agriculture, H.E.W., Interstate Commerce Commission. All got their start and many remained for years within the Department of the Interior. This revolving door aspect of our mission was not conducive to the development of a number of strong central services, including a library.

The Department has consistently had four diverse thrusts over and above its original concept as the "home" base for miscellaneous agencies. The first of these four directions has been and is: towards the welfare of minority groups. The Bureau of Indian Affairs has been a part of Interior since its inception. We also administered the acts suppressing the African slave trade, the act for colonizing Liberia, as well as the building and running of a number of educational and medical facilities for negroes, such as Howard University, Freedmen's Hospital, C.C.C., and Job Corps. Secondly: picking up unpalatable hot cakes spun off from the military as a result of America's wars -- such as, providing the use of the D.C. jail as an arsenal during the Civil War, appointing a Superintendent of Schools for Cuba after the Spanish-American War, running the War Relocation Authority during World War II, and taking over the administration of territories conquered as a result of war. This last activity is also part of a third interior "direction", namely, western expansion -- beginning with Mexican and Texas boundary surveys, western wagon road and railroad construction, on through to the support for the governorships of territories until they became states.

The fourth and most continuing -- what you might call the "main line" -- thrust of Interior's programs has been concerned with directing the utilization and protection of our natural resources, starting with the transfer of the general Land Office to the Department in 1849, the creation of Yellowstone Park in 1872, Geological Survey in 1879, Reclamation 1902, Mines 1910, Park Service 1916, Fish and Wildlife and the Bureau of Land Management in the forties, and Outdoor Recreation and Water Pollution Control in the sixties.

As opposed to the Department's continuing gallop towards its Natural Resources destiny, let's turn to the ups and downs of Interior's Library Services. In 1849, R.S. Chilton was paid $800 for his services as librarian and temporary clerk in the Patent Office. Thus in our earliest days, library work began on a bureau basis.

By 1889 there were six separate libraries in the Department. In 1907 the Secretary reported that the Departmental Library consisted of about 10,000 volumes, didn't really have much utility, and therefore, he abolished it.

It was not until 1928 that a formal proposal was made to re-establish a central library in the Department, and this was made by the librarian of the Pension Office, just two years before it became the independent Veterans Administration.

With the completion of the present Interior building in 1937, a consolidated library was established and shortly thereafter a committee was set up to make it work. Effective action to implement the order was held up for a dozen years due to such factors as: World War II, inadequate financing, no definite library program, lack of bureau support. In 1949, ten separate and uncoordinated libraries were maintained by the constitutent bureaus of Interior. No major agencies had left the Department since 1940.

On the basis of a Library of Congress study, an order was issued in mid-1949 setting up the existing Interior library system. Since that date, its structure, procedures, and mission have been evolving. It has been growing and getting stronger, acquiring support from many sources. Its continued existence is not in any question. The extent and nature of the library's evolution will have a great bearing on the career (and other) problems confronting the librarians of Interior today.

Another factor with significant and visible impact on career development in an agency has to do with the caliber of the people who run it.

Agency as shadow of a man. Man's concept of his and his agency's role.

The leader's concept -- whether he is an agency head or a section chief -- his concept of the mission of his outfit and of his role in it, not only has importance at the moment when he is leading it, but also in the long-run workings of the agency after he has left. Imagine, if you will, the management legacy of an FBI that had been run for 40 years by Mahatma Ghandi. Or imagine a library directed by George S. Patton, Jr.

The major management inheritances of today, throughout government, still stem from the dynamic and troubled thirties and forties when the big Federal Government of three million employees began to emerge.

Two agencies had a parallel growth at that time -- Agriculture and Interior -- and the management styles of the two New Deal leaders -- Wallace and Ickes -- have profoundly influenced the development of both departments.

Wallace -- tousle-haired economic planner who wanted to plow under little pigs -- idealist, crop experimenter, free-handed spender -- a sort of a male Mrs. Roosevelt.

Ickes -- self-styled curmudgeon -- stodgy pinchpenny. Opposed relief spending, valued lasting public works, pragmatic, suspicious.

Comparing the buildings of the Department of Agriculture and the Department of the Interior, Wallace, the spender, had to compromise and got a rat's nest. Ickes, the miser, got perfection with air-conditioning.

Comparing the immediate families of Agriculture and Interior under these secretaries, the Ickes staff were honest, mediocre nonentities. None are remembered today. They did what the boss wanted and of course that was quite a bit. Mr. Wallace trusted people and gave them responsibility. Names that are remembered from his administration are Stockberger, Jump, Thatcher and Ralph Shaw. These men influenced the development of careers in their specialties, not only in Agriculture, but throughout the government.

Our library has its man who cast his shadow. Considering that he never had adequate funds, organization, space, or support, and considering that he began his job to the constantly repeated tune that "It can't be done", I feel that his accomplishment was great. Through singleness of purpose and professional excellence, he brought to fruition the concept of a unified departmental library, the concept that is now heading towards a National Library of Natural Resources. This man is Paul Howard, our librarian from 1949 to 1967.

We have been considering the impact that our history and past leadership may have had on career development. Let's take a closer look at careers and career concepts in the Department of the Interior.

What is a "career"?

Usually the word "career" is juxtaposed against the word "job". One is offered a job, say, as a Department Store Santa Claus. There it is. Take it or leave it. No promises, no plans, no rosy picture.

"Want to be our Santa Claus? Put on the beard and the red suit, here's your bell, go to work."

But if you add:

"Do a good job as our Santa Claus and we will make you our Easter Bunny." - -

There, you have a career.

In Interior we have come to consider that a career is a group of functionally or organizationally related jobs for which management has undertaken a large measure of responsibility relative to:

Intake - - - -	Recruitment
Growth - - - -	Placement, promotion, training
Incentives- - -	Challenges and rewards
Environment - -	The total package that makes you feel at home at work

A pertinent question is: At what level should management undertake such responsibility? The station? The refuge? The region? The bureau? The divisional level of the bureau? The Department? Government wide?

Here is where our ptolemaic career theories pop up quick-like with fast answers.

The Topsy Theory of career development

Based on no molly-coddling, usually by a certain type of manager who grew up during the thirties when good men were easy to come by and easy to let go. This theory says, "I learned by experience. Let them learn the same mistakes I did and the same way. I was a grade five for ten years. Let them sweat too." The school of hard knocks, by itself, is a very slow teacher, and is usually unresponsive to new directions. Try squaring the Topsy Growth Theory with nationwide recruitment. We scour the colleges and lure them in. But once inside the gate clangs down, and one's climb to the top is left up to what is known as individual initiative. Hand them their switchblade knives as they enter, so that they can begin early to carve their careers in the backs of their associates and their bosses.

In this presentation I will not dwell on bureau career concepts, except to say that bureaus naturally pay most attention to the development of their mainline careers. Thus you have the theory that naval officers, foresters, geologists, foreign service officers, and engineers can do anything in the organizations in which they are big wheels. As they grow older, or run out of steam, they may even be put out to pasture as personnel officers or librarians.

Bureau careers are tightly supportive of the bureau organization and mission, and frequently produce generalists when they are effective. The work of the government is largely accomplished through bureaus and the magnetism of bureau loyalty can attract even the lowly graded fingerprint classifier. How come? Because he is studying law at night and he knows J. Edgar can't last another decade.

While bureaus do well by their secondary occupations, the caliber of the property, fiscal, personnel and library people tends to stagnate without the support and leadership which can be provided to such functional careers on a broader than bureau basis. Thus we come to

Functional careers across bureau lines

Auditors -- lawyers -- centralized -- economists -- personnel officers -- land appraisers.

Professional personnelists are creatures of their bureaus. There is no order creating an integrated system as is true for Interior librarians.

What are the attributes of the personnel community in Interior that lead me to say, and with emphasis, that there is a viable career concept for personnel people in the Department?

Growth of personnel prior to 1955 -- no delegation of authority until the war. We had centralized control, one huge clerical massaging operation. With World War II, complete delegation with no training or guidance, but the tradition and spirit of case processing continued.

The Department's natural resources programs are moving in many directions. Was the library of ten years ago ready to meet the challenges of Job Corps, moon mapping, recreation, and under-water mining? Is it too much to say that our library resources must be there before the program decision has been finalized? My first draft said that Library Science had to be the strong right hand of both administrative and program management. On reflection, I am more inclined to say it must be the advance guard for the goals of the seventies and the eighties.

You are a professional group. One doesn't have to belabor with you the obligations (and advantages) of self-development. The Training Act is there to be used. Joint programs like this workshop will continue and expand and the community of librarians in the Department shall prosper. But a large measure of responsibility for your growth and your upward movement rests flatly on your own shoulders.

Departmental procedures to make it easier for management to aid you in getting promoted are under way. They will be discussed in greater detail at this Workshop. Pieces of paper either have or will be filled out on all of you. This data may go into a computer so that it can pop out at the right time when opportunity knocks. But woe to he who waits for opportunity to knock without preparing himself for the direction in which he wants to go.

No matter how the National Library of Natural Resources will eventually evolve, it is sure to continue to contain the many components, large and small, that it now contains. To get ahead in a Department that is organized in the 50 states and beyond, movement is a must. You can't stay in Pocatello and get the grades and the challenges that exist in Denver and Washington.

So here you are, librarians in a staid, conservative old-line agency whose programs are now more dynamic and important to the well-being of the nation than at any previous point in our history. Our image, cast from earlier days, is that we are huge, and because we are a cabinet agency this image persists. In truth, we are smaller than many of the bureaus of other Government agencies.

You belong to an occupation that includes .2½% of the employees of Government. Librarians in Interior represent just about the same percentage of our work force. You belong to an expanding occupation.

In the last ten years the number of librarians on the rolls of the Department has increased by 66%. We now have 101 professional librarians. The top grade in the occupation in 1958 was GS-14. Today it has gone up a notch. In 1958, 37% of our librarians were in grade GS-7. At present only 19% are in that grade while more than 30% are in grade 9 and more than another 30% are in grades 10 and 11. The most fantastic percentage increase within one grade over the ten year period is in GS-11 -- 328%. From 7 in 1958 to 30 ten years later.

During the same period, library technicians have increased in number from 45 to 84 (86% increase) and the top grade for technicians has gone from GS-6 to GS-9. (A detailed breakdown of the above totals appears at the end of this paper.) No matter how you look at these figures they represent growth and opportunity.

The importance of the mission of the Department to the vital interests of the nation, to survival itself, is becoming clearer every day. The National Library of Natural Resources is one of the strategic elements in the accomplishment of this mission. Your future in the library and in the Department is bright.

I congratulate you on your choice of careers and I salute our library system for having chosen you.

Good luck to you all.

Analysis of GS-1410 and GS-1411

An analysis has been made of the employment in Interior of Librarians, GS-1410, and Library Technicians, GS-1411. Using 1958 as the base year, total Librarian employment increased from 61 to 101 in 1968 (or a 66% increase). This growth has been fairly steady year by year, although there was a jump in 1966 due to FWPCA's coming on board then.

Looking at the Librarians from the standpoint of grades, the range in 1958 was GS-5/14, and today it is GS-5/15. In 1958, 37.7% of the total were in grade GS-7, while in 1968 only 19.8% were in this grade. The following table shows how the grade structure has shifted:

Grade	Total 1958	% of Total	Total 1968	% of Total	% Increase or Decrease
GS-5	10	16.4%	1	1.0%	- 90.0%
6	1	1.6%	--		- 100.0%
7	23	37.7%	20	19.8%	- 13.0%
8	1	1.6%	1	1.0%	0
9	13	21.3%	32	31.7%	+ 146.0%
10	--		1	1.0%	Inf.
11	7	11.6%	30	29.7%	+ 328.6%
12	4	6.6%	10	9.9%	+ 150.0%
13	1	1.6%	4	3.9%	+ 300.0%
14	1	1.6%	1	1.0%	0
15	--		1	1.0%	Inf.
Total	61		101		+ 65.6%
Average Grade:	7.97		9.70		

Eight of the Department's major bureaus had Librarians on their rolls in 1958, while in 1968 this had increased to ten. Thirty-nine percent of the total Librarians in 1958 were employed by Geological Survey; in 1968, this had gone down to 27%. The following table shows the distribution by bureau of Librarians.

Bureau	Total 1958	% of Total	Total 1968	% of Total	% Increase or Decrease
Secy. & ODO	13	21.3%	19	18.8%	+ 46.2%
Water Pollution	--	--	5	4.9%	Inf.
Commercial Fish.	4	6.6%	8	7.9%	+ 100.0%
Sport Fisheries	--		2	2.0%	Inf.
Mines	6	9.8%	12	11.9%	+ 100.0%
Geological Survey	24	39.3%	27	26.7%	+ 12.5%
Indian Affairs	7	11.5%	15	14.9%	+ 114.3%
Park Service	1	1.7%	3	3.0%	+ 200.0%
Reclamation	3	4.9%	6	5.9%	+ 100.0%
Bonneville	3	4.9%	4	4.0%	+ 33.3%
Total	61	100.0%	101	100.0%	+ 65.6%

Employment of Library Technicians, GS-1411 (formerly titled Library Assistants, increased from 45 in 1958 to 84 in 1968 (or 87%, i.e. at a greater rate than that for Librarians. Six bureaus used Technicians in 1958 compared to 11 bureaus in 1968. In 1958, 51% of the Technicians were employed by Geological Survey, while over 38% was found in the same bureau in 1968. Below is a breakdown by bureaus of the Technicians:

Bureau	Total 1958	% of Total	Total 1968	% of Total	% Increase or Decrease
Secy. & ODO	9	20.0%	10	11.9%	+ 11.1%
Water Pollution	--		4	4.7%	Inf.
Commercial Fish.	--		4	4.7%	Inf.
Sport Fisheries	--		3	3.6%	Inf.
Mines	4	8.9%	12	14.3%	+ 200.0%
Survey	23	51.1%	32	38.1%	+ 39.1%
Indian Affairs	1	2.2%	5	6.0%	+ 400.0%
Park Service	--		1	1.2%	- 100.0%

(Continued)

Bureau	Total 1958	% of Total	Total 1968	% of Total	% Increase or Decrease
Reclamation	6	13.3%	11	13.1%	+ 83.3%
Bonneville	2	4.5%	2	2.4%	
Total	45	100.0%	84	100.0%	+ 86.7%

The highest grade technician in 1958 was GS-6, but in 1968 the highest grade was GS-9 (employed in the Office of the Secretary). The following table shows the grade spread:

Grade	Total 1958	% of Total	Total 1968	% of Total	% Increase or Decrease
GS-2	2	4.4%			- 100.0%
GS-3	14	31.1%	14	16.7%	0
4	19	42.3%	23	27.4%	+ 21.1%
5	8	17.8%	27	32.1%	+ 237.5%
6	2	4.4%	12	14.3%	+ 500.0%
7			7	8.3%	Inf.
9			1	1.2%	Inf.
Total	45	100.0%	84	100.0%	+ 86.7%
Average Grade:	3.87		4.75		

UNION LIST OF SERIALS
- PROCEDURES FOR REPORTING CHANGES -

by

Mr. David Crown
Computer Systems Analyst
Office of Library Services
Washington, D.C.

1. Background: The first preliminary edition of the Union List of Serials has been compiled and published based on data provided by various libraries in the Departmental Library network and includes those serials and periodicals reported in the collection as of January 1, 1969. A small percentage of the libraries did not contribute to the initial Union List of Serials due to existing workload commitments, lack of professional personnel, etc., and it is hoped that these procedures for reporting changes, plus the first preliminary edition of the Union List of Serials will enable and assist all the libraries in the Departmental Library network in making the next edition of the Union List of Serials a much more useful tool.

The first preliminary edition of the Union List of Serials was not completely edited and proofed by professional librarians and there are known errors, ommissions, incomplete entries, and incorrect form of entries, that must be corrected and the data base updated before the Union List of Serials can be published as an error free document. Insofar as it may take several years to complete this task, the Office of Library Services is planning to publish the Union List of Serials annually as a preliminary edition until such time as the data is sufficiently reliable to justify publishing a final edition with quarterly and/or semi-annual supplements. It is requested that each library assist the Departmental Library in editing, proofing and correcting the Union List of Serials by reviewing the preliminary edition and reporting changes in accordance with attached instructions. It is preferred that changes be reported via the punched card media wherever possible; otherwise changes may be reported on "Change Documents." Any questions concerning the procedures for reporting of changes or suggestions and recommendations regarding the Union List of Serials in general should be directed to Mrs. Elsie Yoder, Chief of Expediting Services Division, Office of Library Services. Mrs. Yoder can be reached by telephone on area code 202, 343-2267.

Due to a modification in the computer equipment configuration, the printer that was used to prepare the Union List of Serials was equipped with an incorrect character set. The following

characters are misprinted but are correctly recorded in the data base and will be correctly printed in the next edition:

a. Left parameter (; prints as "%" (percentage symbol).
b. Right parameter) ; prints as "⌷" (Lozenge symbol).
c. Apostrophe " ; prints as @ (at sign).

2. Data Requirements: Publications and printed material defined as follows:

a. Serial -- A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include: periodicals, newspapers, annuals (Reports, yearbooks, etc.), the journals, memoirs, proceedings, transactions, etc., of societies and numbered monographic series. 1/

b. Periodicals -- A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which normally contains separate articles, stories, or other writings. Newspapers disemminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings are not included in this term. 2/

3. Entry Specifications: The form of entry except for transliteration of Slavic titles will be consistent with World List of Scientific Periodicals, 4th edition 1965 and its supplements, New Periodical Titles, published by Butterworth's London.

Holdings will not be included as part of the initial project. The subdivision for corporate author entries, if cross-referenced, will be recorded under the subdivision entry and not under the corporate author entry.

For transliteration of Slavic titles, ALA cataloging rules for author title entries, 2nd edition, edited by Clara Beetle, American Library Association, 1949, will apply. For cover-to-cover translations, or those nearly so, enter either: 1) under original title, plus-- (TRANSLATION) and place of translation; or 2) title of translation plus-- (ORIGINAL TITLE) and place of translation.

Cross-referencing, if and when required, will be accomplished by the Departmental Library Staff after the data has been received, edited and proofed.

1/ ALA--Anglo-American Cataloging Rules, p. 346.

2/ ALA--Anglo-American Cataloging Rules, p. 345

All entries for serials and periodicals will be made on one of seven different types of entries. The following types of entries will be submitted on punched cards or coded change documents. If entry description, including spaces and punctuations exceeds the allocated number of positions, use additional cards or lines. Do not abbreviate words and do not hyphenate or split words between lines.

Entry Type		Entry Description
"10"	--	Title
"20"	--	Name of issuing body (agency, institution, corporate author, etc.)
"21"	--	Subdivision of issuing body.
"30"	--	Imprint (place, issue number/volume and date of publication).
"40"	--	LC or local call number (cataloged serials only).
"50"	--	Remarks (specific circumstances pertaining to the title entry.)
"60"	--	Library identification (Bureau and zip code of libraries subscribing to the serial or periodical).

4. Change Code Specifications: The following codes will be used to identify the type of changes being submitted.

a. Code "1" - Serials or periodicals not previously reported and not listed in the preliminary edition of the Union List of Serials. Type of entries required are "10", "20", "21", "30", "40", and "50". Each serial and periodical to be consecutively numbered with the "serial ident." starting with 900001.

b. Code "2" - Serials and periodicals not previously reported but listed in the preliminary edition of the Union List of Serials. Type of entry required is "6001". Each serial and periodical will reference the "serial ident." listed in the Union List of Serials.

c. Code "3" - Entry corrections to serials and periodicals listed in the preliminary edition of the Union List of Serials. Type of entries required are those entries being corrected. Each serial and periodical will reference the "serial ident." listed in the Union List of Serials. Note: If an entry

correction results in less lines than was previously reported, it will be necessary to report the excess lines as entry deletions.

d. Code "4" - Entry additions to serials and periodicals listed in the preliminary edition of the Union List of Serials. Type of entries required are those entries being added. Each serial and periodical will reference the "serial ident." listed in the Union List of Serials.

e. Code "5" - Entry deletions to serials and periodicals listed in the preliminary edition of the Union List of Serials. Type of entries required are those entries being deleted. Each serial and periodical will reference the "serial ident." listed in the Union List of Serials.

f. Code "9" - Serial deletions to serials and periodicals listed in the preliminary edition of the Union List of Serials. Type of entry is not required. Each serial and periodical will reference the "serial ident." listed in the Union List of Serials. Note: If the serial or periodical being deleted is to be included under another serial, the original "serial ident." will be referenced under "serial ident." and the new "serial ident." will be referenced under "ENTRY DESCRIPTION."

5. Detail Operating Procedures: Questions concerning these procedures should be directed to Mrs. Elsie Yoder, Chief of Expediting Services Division, Office of Library Services, telephone 202-343-2267.

a. U.S. Department of the Interior Library Network.
b. Sample coded change document.
c. Detail keypunch instructions.
d. Punch card format.
e. Introduction of New Periodical Titles.
f. ALA cataloging rules (LC/ALA Table) for transliteration of Slavic titles.

6. Reporting Requirements: Data for updating the Union List of Serials data base will be keypunched and verified whenever possible or coded on "Change Documents" in accordance with instructions and submitted quarterly (as of March, June, September and December) to the following address by the 20th of the month following the quarter:

U.S. Department of the Interior
Office of Library Services
Expediting Services Division
Washington, D.C. 20240

INTERN PROGRAMS WITHIN DEPARTMENTAL LIBRARIES

by

Mr. Erik Bromberg
Director of Library Services
Washington, D.C.

Good afternoon!

My topic today was really generated at the last Workshop. A number of you commented on the need to closer understanding and more training to be provided by the Departmental Library. We have given this a lot of thought in the last year.

I would like to lead into this subject with a brief description of the Library of Congress Intern program. The Library of Congress has, at least in the recent past, recruited up to 25 honor graduates for their Intern program. The program lasts one year. During the first six months the interns are given an overview of the entire library operation by means of rotating tours, briefings and lectures. The DO NOT participate in the day-to-day work, but observe and question only. For the last part of the training program the interns may select a division where they will work until the end of the program. At program's end they are given a final assignment.

Now, we do not envision anything like duplication of that program, but we do intend to introduce next year an Interior Libraries Intern Program. But we need your advice. We need to know which of several variations you prefer.

There will, of course, be two levels -- professional and technician programs. We have pretty well zeroed in on the technician program. Let me describe it.

1. Through normal channels each bureau will be allowed to nominate one technician per year for a 4-6 week intensive training program at the Departmental Library. They will be given formal classes through the Agriculture Graduate School and on-the-job training in the Departmental Library.

2. Technician training will be tailored to the type of library and the level of responsibility. Where technicians (or clerical series employees) have full charge of a library, the training will be different than for specialist technicians. We will be asking Mr. Garnett and members of his staff for assistance on details of this program as soon as this Workshop is over.

As to the Internship program for professionals, we have several alternatives. I would appreciate a written note from each of you as to your comments or recommendations on these alternatives. Here they are:

1. Request the Office of Personnel Management to expand the Departmental Management Training Program to include a section for professional librarians -- possibly as a part of the special administrative program they have established. This involves a 5-month training program in Washington with a blend of academic on-the-job training.

2. Establish an Exchange Program where, on a competitive basis, field librarians spend a two-year period working and studying in the Departmental Library and are temporarily replaced at their station by a member of the Departmental Library staff.

3. Establish a policy that all new librarians on entering duty with Interior will have a 4-6 week orientation in Washington with the Departmental Library and their bureau headquarters.

4. Possible combinations of the proceeding:

   1 and 3
   2 and 3
   1 and 2

These are the most practical, and possible, of the unlimited kinds of programs we can think of. There are mechanical difficulties, money and positions, which must be dealt with, but these can be overcome.

Think about these: Ask questions of each other, Mr. Garnett, Fred Murray or me. But give me a handwritten response no later than the end of October, your comments will be treated in total confidence. Your responses will help us work out a meaningful program with Mr. Garnett.

George Robinson
Deborah Anderson

Scene at Registration

Ann Hall
Linda Petty

Suzanne Mayer
Ruth Rehfus

TRANSLATIONS

by

Suzanne Mayer
Chief, Accessions Services Division
Office of Library Services
Washington, D.C.

Last month most of you were contacted by one of our Reference Librarians. Among the questions asked was, "Do you have translations in your Library? If yes, do you handle them in any special way?"

Three-fourths of you answered yes to the first question. You do have many translations; published books, monographs, reports and journal articles, and unpublished translations. That is, internally produced or contracted translations.

To the second question most of you answered with groans and moans. Translations, especially the non-book type, the journal articles and reports; the internally produced or contracted translations, are a real problem to handle. Not enough people or time to classify and catalog each individual translation or series of translations. Special processing, like a uniterm system (Bureau of Mines, Grand Forks, North Dakota, Mrs. Hazen), for handling them also takes time and people.

Obviously, translations are important or you would not have them in your collections, or if you did, the question of handling would not elicit so acute a reaction from you. Translations keep coming in, patrons keep asking for them. They either want a translation made, wonder if a specific item has been or is being translated, or remember having seen a specific translation a year or so ago and want it now.

I do not intend to discuss with you how you should handle these translations in your collections. I do intend to tell you how you can have knowledge of what translations have been generated in the Department either under PL 480, or internally, or by contractors or grantees. Indirectly this may help you to solve the how to handle problem.

I have handed out to you a photocopy of part of a new Departmental Manual Release on Library Services. We are sorry we could not give you copies of the entire document; it is at the printers right now, a little late. This release outlines, among other things, the Departmental Library's responsibility for acquiring copies of all

Departmental translations and disseminating knowledge of their existence throughout the Department. It requires bureaus to submit two copies of translations made for them either internally or under contract (excluding PL 480 translations) to the Departmental Library. It requires bureaus to submit one copy of translations from Russian language to the Clearinghouse for Federal Scientific and Technical Information and one copy or bibliographic citation of all other translations to the National Translation Center at the John Crerar Library. The Clearinghouse announces the existence of the translations it receives in the U.S. Government Research and Development Reports (sample) and the John Crerar Library announces translations in the Translations Register Index (sample).

Now, the Departmental Library classifies and catalogs the books and monograph translations it receives. All other translations (journal articles, reports, etc.) are set up in artificial series by bureau responsible for generating the document.

The bibliographic citations are being cranked into our ADP data base. Beginning some time this spring, we will produce the first issue of a quarterly listing of translations received in the Library. We will cumulate the listings annually. It will be distributed to you and other bureau offices. The success of this listing depends to a great extent on you. You must make your people aware of the need to send us, the Clearinghouse and Crerar Library copies of your internally or contracted translations. Without your cooperation the data we get will not be complete. You must make your people aware of the Departmental Manual Release. It would be to your advantage to make yourselves, or rather your libraries, the coordinator for your bureau field installation to receive and funnel to us the translations done by, or contracted by, your people and to forward required copies to Crerar Library and Clearinghouse.

Before closing and answering any questions you might have, I would like to bring to your attention the fact that the problem of handling translations, of announcing their existence and disseminating them is not just a Department of the Interior problem. It is government-wide. It is being looked at closely by many groups. Recently, COSATI has been looking at it and came out with a proposal on policies governing the announcement and dissemination of translations by agencies of the U.S. Federal Government. Although not concerned with a Federal agency's primary announcement and dissemination of their own internally generated translations, the problem we are mainly concerned with, it is concerned with secondary dissemination. That is, concerned with the announcement and distribution of translations between agencies of the Federal government and the relationship of the U.S. Government to the National Translations Center at the John Crerar Library and to

international translations centers. To have an effective inter-agency program, you must first have an effective intra-agency program. We must get a hand on what is going on in our own backyard. It is up to you to initiate, to persuade, to pursue the problem in your own field office. We will take what you give us, consolidate it, and make it available to all in the Department. COSATI, the Clearinghouse, John Crerar and other similar groups will take care of the larger overall problem.

Now, if we have enough time left, I'll be glad to answer any questions you might have. Thank you.

Discussion ensued involving the problem of copyright. No conclusions were drawn on the problem.

LIBRARY PERSONNEL POLICIES - EMPLOYMENT INTERVIEWS

Fred Murray, John Garnett and Suzanne Mayer

SUZANNE MAYER: I thought Mr. Murray was going to talk to us about hiring authorities, but we are apparently running out of time so let us begin by presuming you get a position. You know the details and requirements of the job, and what qualifications are needed by the individual you will hire. You have recruited or obtained a register from the Civil Service Commission and you have in your possession applications. So what is the next step?

This session will be devoted to the selection of an applicant.

I am extremely pleased to have Mr. John Garnett join Mr. Murray and me in presenting this aspect of personnel management. We intend to conduct for you actual personal interviews. One will be a very bad interview, employing all the wrong techniques. The other, hopefully, will be a good interview, exhibiting the right techniques.

JOHN GARNETT: Actually both interviews will be neither good in entirety nor bad in entirety. However, one will exhibit more bad techniques than the other.

SUZANNE MAYER: Before we begin with the personal interviews, I want to regress to the point where we have applications on hand and have not as yet interviewed anyone. I want to briefly discuss with you (1) what to look for on an application, (2) how to conduct a preliminary screening of applications, and (3) how to prepare yourself for conducting a meaningful interview.

It is always wise, but not always possible, to have an application to review in advance of the personal interview. If it is not possible, a person comes in with the application in hand, make him feel welcome, and then give him something to read while you collect your thoughts and review the application. Give him something on your organization. I use this (example - hold up).

When you have applications in advance of personal interview, save yourself time by first looking over the applications carefully. In reviewing the applications, ask yourself:

Does applicant have civil service rating?
Does applicant have the technical experience to do the job?
Does applicant meet the educational level required?

Does applicant have the supervisory experience required?
Does applicant have any physical handicaps which might prevent him from performing the job satisfactorily?
Has applicant filled out application correctly?

I have handed out to you a couple of applications. Let's look at the one labeled Exhibit A. James Smith is applying for a professional position in your library. He has been out of Library School for two years and there were three years between when he got his BA and his Masters Degree. What do you see that he has done wrong in filling out the application? (See Appendix A: James Smith application)

Resume of Discussion of the James Smith Application:

1. Application is sloppy.
2. Application did not invert name in item 4.
3. Applicant did not complete item 9.
4. Applicant did not list credits in item 14 C.
5. Applicant listed chief graduate college subject in item 14 D rather than 14 E.
6. Applicant did not list phone number, title of immediate supervisor or address of employer in item 18, 1 or 18, 2. Description of applicants work experience is too brief.
7. Applicant listed supervisors under item 22.
8. Applicant did not sign application.
9. It appears from the application that applicant has not listed all his previous work experience. What did he do between graduating from the University of Maryland and entering Catholic University? What other training, special qualifications or skills does he have?

After applications have been screened in this manner, ones not filled out correctly returned, ones not meeting minimum qualifications rejected (be sure to write letters to rejected applicants), the next step is what?

Personal interview? No.

Check work references, personal references and school? Yes.

Put your applications in order of best qualified and begin a reference check.

Do not go to the personal interview first. You will save yourself much time by eliminating unqualified or unsuitable applicants through a couple of brief telephone calls to previous employers and schools. Use the phone. It's faster, more personal and if your questions are well thought out ones, you will get some of the answers you want. You will be able to surmise in part:

Will the man fit in?
How well can he do the job?
How well will he do the job?

I suggest you develop a form listing pertinent questions which will bear out facts and also bring out the personality of the applicant. I have handed out to you examples of ones we use in the Library. (See Appendix B: Interviewing Form).

JOHN GARNETT: Reference checking is particularly important in cases where the candidates are transferring from other government agencies. Transferees have usually passed their probationary periods and frequently are transferring to get away from something. In studies made throughout the Department, it has been shown time and time again that employees who turn out to have emotional hangups, or who are on the verge of being unsatisfactory, or otherwise deficient, are frequently ones who transferred into the Department without any reference checks whatsoever. In fact, a Departmental booklet was put out on this subject about ten years ago. Most of the time when telephone checks are made basic information on reliability, reemployability, and performance are given in straightforward fashion. The cost of such checks are not great, particularly when compared with the harm that can come from taking on an employee who reports in complete with emotional or other disorders.

Resume of Discussion: Little or no audience response was given to the reference check topic. Mr. Garnett asked how many had made telephone checks on candidates during the past year and the number was quite small. The general reason given for this was the fact that most laboratory directors or administrative officers in labs make the checks and the final selections themselves without input from the local librarians.

After the phone check and further elimination of applicants you are ready to set up the personal interviews. Of course, if your applicant is from out of town you will have to find out if he can come, at his own expense, for an interview. If not, do you know anyone in the town or near where the applicant lives whose judgment you trust, who would conduct a personal interview for you? Have you ever thought-- Is there an Interior library located near where the applicant lives? Would the librarian conduct the interview for you? Also, perhaps someone from the Departmental Library is going to an area near the applicant and would interview for you. Get on the phone and ask.

Now you have set up appointments for personal interviews. You must make careful preparations for the interview if it is to be effective.

1. Provide a suitable setting, the place of the interview should be comfortable, private and if possible, avoid being interrupted by calls and other people. Inform co-workers of appointments scheduled so some of the interruptions may be avoided.

2. Schedule sufficient time for the interview.

3. Have at hand all material needed for the interview, the application, questioning forms, if necessary. Also have information on the organization and the job to give to the applicant.

4. Forewarn all personnel whom the applicant might meet prior to the interview or during the interview so they will be prepared.

5. Review the position you are interviewing for. Read over the position description, organizational charts and any functional statements you have related to the position.

6. Review material relating to salary, promotional opportunities, training, travel requirements, overtime expectations, government benefits, etc.

7. Know the environmental factors of the position, working conditions, hours, transportation difficulties, etc.

8. You should also know the range of candidates to expect and the labor market. The availability of qualified people in your area will very definitely have an effect or bearing on your evaluation of the applicant. A swamped labor market, an area with an over-abundance of qualified job seekers, will obviously allow you to be more selective, more demanding in the qualifications required for the job, and will, in all probability, allow you to hire at a lower salary.

Now what do you look for during a personal interview? What do you ask? What do you tell? What do you hope to get?

If you cannot answer these questions in whole or part, you are not yet prepared to conduct the interview or if you do, the results will probably be negative.

I read somewhere recently a statement which describes a personal interview as being "a free exchange of information based on good will, and predicated on a desire to find the best-suited person for a particular job."

This statement indicates that an employment interview is not, as many think, just a chance to get information from the job seeker. It is also the time to give the job seeker enough information about the job and the organization to help him decide if he is the right man for the right job.

Now I believe we had better get on with the personal interview. Mr. John Garnett will conduct the first interview. I will be the applicant. Mr. Murray will conduct the second interview. I will be the job-seeker again. Please refer to the application handed out to you labeled Exhibit B, Susan Smith. Remember, all names, places and dates are fictitious. (See Appendix A: Susan Smith application).

Resume of first interview (Interview conducted by John Garnett)

The overall effectiveness of the interview was hindered by the method of questioning employed by the interviewer. The interviewer asked questions, the answers to which were explicity stated on the application. In most cases, the answers to these questions were either "yes" or "no." The interviewer did not ask questions which would require narrative statements from the applicant. In order to assess the personality, attitudes, goals, interests, motives and similar characteristics of an applicant, it is necessary for the interviewer to ask questions which call for narrative response from the applicant.

The interviewer spent too much time discussing his own sports and hobbies with the applicant. An effective interviewer avoids telling his own experiences, except possibly in the opening moments of the interview. The interviewer's comment on his skills at underwater photography was not appropriate. The discussion contributed nothing toward assessment of the applicants ability to do the job.

The interviewer's attempt at finding out why the applicant did not pursue a career in Biological Sciences (undergraduate degree) caused a stress situation. Considering the requirements of the job the applicant was being interviewed for such an approach was not appropriate.

The interviewer ignored applicants' questions regarding the job. The purpose of an interview is to give as well as obtain information.

The conclusion of the interview in which the interviewer indirectly informed the applicant that she was rejected as a possible candidate, was unnecessarily abrupt, and left the applicant with an adverse feeling toward the interviewer and probably the agency.

Resume of second interview (Interview conducted by Frederic Murray.)

The methods employed by the second interviewer were effective in eliciting responses from the applicant which would yield evidence to assess personality, attitudes, goals, interests, motivations and ability.

The applicant was made to feel at ease and given something to read while the interviewer reviewed the application. The interviewer asked broad, non-leading questions which required narrative answers. The interviewer did not interject his own experiences into the interview. The applicant was given sufficient information about the job. The interview ended appropriately with the applicant knowing what to expect next.

PROBLEMS ENCOUNTERED IN A SMALL LIBRARY

By

Sophie Hirtz
Bureau of Reclamation, Region 2
Sacramento, California

I am pleased to be here today to tell you about our library and some of the problems we encounter. But before we talk about problems, I would like to tell you a little about the library itself.

Since last October we have been in the new Federal building in suburban Sacramento where we have more pleasant surroundings, better lighting, and slightly larger quarters with more shelf space. My assistant and I have the services of a part-time student aide to help us in our work.

Our library contains about 2,000 volumes and some 40,000 to 50,000 reports, documents and journals, as well as 150 periodicals and newsletters. Our purpose is to serve the working needs of the people in the regional headquarters and those in the field offices.

Currently we serve about 1,800 employees; most of them are professionals and subprofessionals. They include engineers, hydrologists, geologists, agriculturists, aides, and technicians. In addition to providing services for these people, the library also supplies material for the administrative, secretarial and clerical staff.

I have been asked to discuss three problem areas in a small library; these are circulation, interlibrary loans, and reference materials. The problems in a small library, I suspect, are not much different from those in a large library. I feel that most of our problems derive from three basic factors: insufficient funds, personnel and space. Limitations of funds and space, particularly, can determine just what resources might be supplied.

The first area I will cover is that of circulation, which in our library runs about 5,000 a month, including books and other materials.

Our magazines and journals and many of our documents circulate regularly, circulation lists have been established for these items. Each year we distribute an updated magazine listing to

every division in the Region. Interested personnel can then advise us which items they wish to see regularly; in this way we keep our circulation lists current. And as the item circulates, others ask to be put on the list. These names then make up our permanent circulation lists.

Generally we purchase only one copy of the periodicals, journals and other serials which we circulate. Large libraries are perhaps not so limited in the number of copies of any items they may acquire, but we are constrained to limit the number. The problem here is that many magazines and journals are not utilized a great deal after the initial routing has been completed. Although the need to see the materials as quickly as possible necessitates more than one copy because the circulation list is so long, only one copy can be retained as we simply do not have enough room to store duplicate copies.

With newsletters, we purchase or acquire a single issue and make additional copies when necessary; and these are automatically discarded when the original is on the shelf.

As part of this space problem, many of our periodicals are retained only for two or three years plus current year, and only those are retained for which there is a continuing need, such as the American Society of Civil Engineers Journals, Engineering News Record, or Electrical World. Therefore, in most cases, we obtain one copy of an item; we have two copies of some, three of others, and in very rare instances four or more.

To advise our people about new books and documents added to the library, we issue a weekly accession list and from this we obtain temporary listings for the items on it. The list consists of a single page printed on both sides. These items are shelved separately and are easily accessible to borrowers.

The problems in circulation rest upon the ability to get the items out to the people who want and need them as quickly and smoothly as possible. In order to keep track of where an item is at any given time, we use a loan period schedule system. The loan period varies in length according to the number of people in a work area who wish to see the material. We group the lists to include from one to several people in a given branch of a division. The loan period is determined by the number in the group; two or three days for one or two people, a week for four or more, and several weeks for larger groupings. The reason for this system is that we wish to keep the items circulating as rapidly as possible.

This may seem like a great deal of effort but we are generally able to locate the material quickly when it is needed urgently by someone else, or when we need to call it in as an overdue. Since the item in most cases is the only copy we have, it is essential to keep it moving. I will add that although we are not totally successful in this effort, we do keep trying.

Part of the reason for this close control is based on the fact that after magazines are processed they are circulated immediately so that people may have access to the new information as quickly as possible. The loan period schedule works relatively effectively but when people go on annual, sick or military leave without notifying the library, it means that sometimes library material will remain on a desk for a number of days before it is returned, and then circulation slows down or comes to a halt. However, since an item about this particular problem appeared in a recent issue of our Region 2 Newsletter, more people are telling us when they are going off on leave; this does help because we can then send the material on to the next individual or group with no loss of time; and we can send it to the absentee at a later date.

The universal problem in circulation is getting the material back within the allotted time or reasonably close to it. This is a problem which affects all libraries, large or small, as you well know.

The second area which might present a problem is that of the interlibrary loan. Since it is impossible for most libraries to have or even to need unlimited resources available, the interlibrary loan system is necessary to supply the missing material. I am pleased to say that we have had relatively little difficulty in obtaining needed items, so I do not consider this a problem area in our library. Therefore, I cannot properly discuss the interlibrary loan function as a problem.

We are particularly fortunate regarding interlibrary loans. Since Sacramento is the capital city of California, it is the seat of state government and the home of the California State Library, which has been able to meet more than 75 percent of our interlibrary loan requests. We are in daily contact with the State Library, by telephone when we need rapid service, and by written request using their form cards, when the need is not so pressing.

We have a daily delivery and pickup with the State Library. This means that an item requested before 11:00 a.m. can be in the requestor's possession by 2:30 p.m. that same day. Of course, occasionally this is not possible; an item may be in circulation or being processed, or as sometimes happens, just not on the shelf. Whatever the case, we can advise the requestor whether the item will or will not be available, and when it will be available.

Once a month, we send in a stack of requests for periodicals, journals and newsletters which we borrow on a regular basis. At the last count, there were 60 such items. These are magazines and journals which interest a limited number of people.

In the event that the State Library is unable to fill a request, we have access to quite a few other sources. One is the Resources Agency Library, a state agency, which serves personnel employed in the Resources Agency of California. It includes among others, the State Department of Water Resources, Department of Fish and Game, and Water Resources Control Board.

Another is the Corps of Engineers Library. This is a small, specialized library and from them we can borrow those Corps reports which we do not have. Their librarian, in fact, is extremely cooperative, and on occasion supplies us with necessary copies of our own.

For items such as masters' or doctoral theses, we have to go farther afield. We request these from the University of California Libraries, either at Berkeley, Davis, or Los Angeles, or from Stanford University.

Sometimes we send requests to the Sacramento City Library or to the Sacramento State College Library via interlibrary loan forms.

From this you can see that there are virtually unlimited resources in the Sacramento area. Yet there are times when it is expedient to make requests of the Bureau of Reclamation Library in Denver and of the Departmental Library in Washington, D. C. Even with all these facilities, there are still times when a request cannot be filled, most often because the information is needed on that particular day and cannot be obtained soon enough.

Thus far we have been exploring interlibrary loans as a borrower. But interlibrary loans are a two-way flow, and in the area of lending we are sadly deficient. Our resources are limited in scope, consisting mainly of Federal and State agency publications. We have few texts or academic resources although we are slowly adding some of them to our collection. Most of the requests we receive are for Bureau reports and we are most happy to lend them. If an item requested is not within our sphere and we do not have it, then we recommend the Denver library.

The Resources Agency Library is our most frequent borrower, making requests more often than any other agency. The Corps of Engineers Library also borrows from us. A number of times we have been able to help the State Library, and once in a while other agency libraries or public libraries send in requests.

On the whole, we have very few problems regarding borrowing. Perhaps one of the factors that slows the borrowing process may be that a request does not include all the necessary information. After reading the Proceedings of the previous Workshop, I found myself much more aware of the need to submit fully documented requests.

Another aspect of the interlibrary loan function is its costs. This too has not been a problem with us. The daily delivery and pick-up at the State Library is part of the daily run made by our driver to Federal and State agencies in the central downtown area. As you may know, we are located in what is referred to as the North Area, a part of the County of Sacramento rather than the City and approximately 7 miles from the city center.

Interlibrary loans with other libraries are handled by mail and no extra charges are involved. In the 7 years I have been with the Bureau, we have paid insurance charges only three times.

On occasion, it has been convenient to exchange duplicated copies of requested material because the item does not circulate or because the information required is a page or two or even less. For this service, also, there has been no fee.

The third problem area which I have been asked to discuss is that of reference materials. In building a reference section, we need to make some very important decisions, such as what items ought to be purchased or acquired and how many, as funds and space, and indeed, interest have to be considered.

Constance M. Winchell in her Guide to Reference Books states that "the possession of the right books and the knowledge of how to use them are two things essential to the success of a reference department." In a small library, the librarian and her assistant are the reference department. At least, in our library this is so.

Deciding what are the "right books" and how many of them a small library ought to provide makes a very pertinent problem. There are necessary basic tools in all libraries, such as dictionary, atlas, set of encyclopedias, reference index. When fairly specialized material is the backbone of a collection, then the reference works have to apply to that specialization, within reason.

Here another problem enters in: quite often in our situation, we are able to obtain information almost immediately from the State Library or some of our other sources, so that the need to keep our resources up is somewhat alleviated. However, the problem is: are we justified in having them do our work, or ought we to have the material on our shelf.

Some years ago in a chat with one of the librarians from the State Library at a workshop we attended, I asked her if we were making too many requests of them. She smiled and said that filling such requests was one of their many services, and as long as we gave them more than nebulous information, they were glad to respond. As a result of this conversation, we have made great use of their facilities.

Still as time went on I realized that some sources simply had to be available and on hand. We now subscribe to Books in Print and Forthcoming Books in Print. We are gradually acquiring the National Union Catalog (Author List) from the Denver Library. These are older items which they are giving to us. We have subscriptions to Applied Science and Technology Index, United States Government Monthly Publications, the ASCE Abstracts, and so on.

One associated problem here is how often to update our reference works, such as for instance, the Atlas. Although our Atlas is dated 1961, I am now waiting until after the next census to purchase a new copy. The dictionary we had was more than twenty years old, so several years ago we acquired a current edition. I do not feel justified in updating Books in Print every year; it isn't used that much. However, Forthcoming Books seems a practical way out of this situation.

In this context and in the light of the needs and demands of library users, it is difficult to decide just what and how much to have on hand, and just what must be tapped elsewhere. Most of our requests have to do with specific reports; planning reports, annual reports of various agencies, laboratory reports on technical aspects of Bureau work, etc. Someone needs climatological data, or a report on the San Francisco Bay Barriers, or the authorizing document on Trinity River Division. It is not often that we are asked about material on general subjects, such as dredging or drought, etc. Very little on dredging is actually in the library and not much more on drought.

Occasionally someone wants some background material on an individual. We do not always know Who's Who, but the State Library does and can find out for us, upon request.

I would like to bring out at this time a problem which is probably unique with our library. This has to do with the SDI Selective Dissemination of Information Program carried on by the Denver Library. This is an interest profile system whereby professional personnel in the Bureau are apprised of new and pertinent items. This is a computerized program, covering a wide range of people and data. Some of the material which is offered to interested personnel is already available in our library, but not immediately identifiable as such. An article may be taken from a magazine or journal and copied. The announcement shows the title of the article rather than the title of the periodical, and sometimes when the

Denver Library material is being returned, I find that the article is in a periodical which we already possess, and one which the requestor may have already seen. I don't know how often this situation arises, but very often I find copies of articles from the ASCE Journals, American Water Works Association Journal, Soil and Water Conservation Journal and others. These are periodicals to which we subscribe.

This means that material which is available here is not being utilized effectively. Perhaps a system can be devised that would serve both libraries as well as the people covered in the program.

What has been discussed thus far has to do primarily with problems in the mechanical aspects of library work. We need also to be concerned with the scope, vision and changing character of a vital and expanding agency. As the work structure broadens we find it necessary to broaden our base of reference data and current information. Whereas initially the Bureau of Reclamation was founded on providing irrigation water to family-sized farms, it now deals with multi-purpose projects and the varied technical, economic, social and allied fields of interest which these projects include.

We are also increasing the number of reports and documents on Nevada and Oregon, where two of our field offices are located, because the need for more information on these areas has developed as plans and work have progressed.

Because we now have a diving inspection team composed of engineers who are also scuba divers, we now subscribe to Skin Diver and to Oceans magazines. We have acquired a Navy Diving Manual and we borrow Sea Frontiers magazine from the State Library.

As the Bureau's work in water pollution has greatly expanded, we have a rather large complement of employees working on this aspect. And as a result, we subscribe to the Journal of Federal Water Pollution Control Administration and we attempt to obtain as many pertinent reports on pollution control as we can.

To satisfy increasing emphasis on management training, we are gradually building up a collection of items on management and personnel policy.

All these efforts to provide useful and meaningful data are not so much problems as challenges. The information explosion which we are experiencing offers so much new material that it would be impossible for even the most dedicated knowledge seeker to keep up with it. As you are well aware, it is estimated about 1,000 fresh works are published every day, and 33,000 newspapers and 70,000

periodicals are published on a regular basis. These figures, by the way, were taken from the News Notes of California Libraries, Fall 1968 issue. This wealth of material, much of which does not apply or affect us, still includes a great deal we are concerned with. What to select out of all this wealth challenges us.

Secretary of the Interior, Walter J. Hickel, stated on August 31, 1969, that "the need to provide a well-rounded, dynamic water resource program for the West demands ever-increasing emphasis on such present-day functions as municipal and industrial water supply, provision of water-based recreation opportunities, improvement of fish and wildlife habitat, and water quality control." And we need the data to support the program.

Also in the future, it is very possible that water resources planning will have to be conceived and developed not only on inter-regional lines but on inter-continental lines, and to this end, we are acquiring material on Canadian resources. As yet we have very little information on Mexican resources, but I am sure we will be adding to our collection in this area as well.

Some of the material I have covered does not really constitute problems, as such. Rather, they are challenges confronted by all librarians. Libraries are no more static than any other kind of agency, and in fact, today, they are on the move as never before. New information and new methods of retrieval necessitates changes in operations and keep librarians on their toes.

ACQUISITIONS AND BINDING

by

Debby E. Andersen
Denver Wildlife Research Center

As any analyst, or librarian knows, no two problems, or their solutions are exactly alike. In terms of acquisitions, and binding, I am sure that none of us are going to have exactly the same problems, and our solutions are never quite the same. Let me make it clear that I am offering suggestions rather than solutions and I am dealing with the problems as a 1-man librarian's point of view, as that is the situation I am most familiar with. Please don't hesitate to ask questions, as that's the purpose of a workshop. Any suggestions will be greatly appreciated.

Before we go any further, let me explain what I am not going to cover, mostly due to previous presentations by others. Miss Anglemyer last year covered the area of special materials, such as documents, special reports, and out-of-print materials, so I feel safe in avoiding these items. I also hope that Mr. Jasek of Library Binding, and Mr. Schwartz of Key Book Service, (two of our departmental contractors), have answered a lot of questions about purchasing and binding so with all the preceding well taken care of, I'll see what I can do with the "left-overs."

We all have several things in common; we are U.S. Department of Interior Libraries; we each have a limited budget; we have a limited amount of time to devote to acquisitions; we have a limited amount of help; and we want our materials as soon as possible, if not sooner.

Before we order materials, let's hope that we've done a few things for ourselves. Hopefully we all are capable of ascertaining what our requestors need -- you've got to be aware of what your organization is doing, but don't forget the other resources in your area! You may be able to help them, as well as saving yourself money. Be aware of the government agencies in your area, as well as the research and medical libraries, and universities. They may have the reference materials that you can't afford to buy. Above all, (I'm sure I'd be pummelled to death if I didn't mention this . . .), don't be afraid to call or write our Library in Washington -- they really are a big help and deserve a lot of credit.

Now, a few guidelines for buying; the type of materials we'll be acquiring should meet the research needs of our bureau and researchers, with a concern for administration and regulatory personnel. But before we buy a book, we have a few priorities to take into consideration:

1. Know the title and author of your publication, and get as much bibliographic information about it as you possibly can -- this will help you as well as your dealer.

2. Know the degree of coverage of the book and the relevance of the specific subject area in question.

3. Know the type of material -- you may want to discriminate between material of general interest and that which is more technically written.

To succeed in the above priorities, we must have a method by which we can keep up with current publications -- a large order, especially for a small library. For this, you need to know what your reference tools are, have them available, and know how to use them.

Getting as much bibliographic information as possible about an item is a vital part of ordering: if one of your researchers says he wants the new Mackay book about birds, you'd better not send an order to your dealer saying just that! You may become a good candidate for poison pen letters, if not worse. So where do you go to find the information you need?

Books in Print (approx. $18.50) is a Bible for ordering; you can get author, title, publisher, date, and cost -- in the case of technical material, knowing these vital facts, especially how much, may be your deciding factor. It may cost lots more, or lots less, than you have expected. Other sources for learning about what you're ordering are the Cumulative Book Index, put out by Wilson, and rated on the size of your collection, another vital item is the Publisher's Weekly, which keeps current with trade publications. Beyond these basic tools there are so many others, that if you don't pick and choose, you may find you've gotten carried away, and are over-extending your time and money.

Know the sources of information in your field and stay with them. A specific index of science publications is going to provide me with a lot clearer access to my material than a general index. Others of you may find P.A.I.S. is going to be necessary, especially for public affairs documents.

For those of us in the sciences, I'll mention a few: Biological Abstracts, which is not only an index, but each issue provides a list of new publications in the front; Chemical Abstracts; Wildlife Review, but the problem here is that there is no cumulative index since 1961; and Bibliography of Agriculture. Use your scientists; if they are interested in a specific field, they may be more up to date than you could hope to be. You may even be able to enlist some of them to scan new publication lists, or even to scan journal reviews. For government materials, I think the Monthly Catalog is known to almost everyone, but keep up also with your own Bureau's publication sheets.

Be aware of the best journals in your field in order to aid scanning and get the most out of your time. Leaf through and check the book-notices, book reviews, publication advertisements, new publications received, trade literature and news of forthcoming meetings; -- also scan bibliographies.

Even after all this, here are a few others which are not to be ignored: put your library on publisher's mailing lists (FREE), and you'll find it worthwhile to request their annual volumes as well as flyers in specific fields. If you do feel they are relevant, invest in, or locate in the area, New Technical Books, put out by the N.Y. Public Library, or Technical Book Review Index, by S.L.A.

In terms of coverage and relevance of the book keep in mind that there may be many books that are published on the same topic; sooner or later, you are going to be forced to discriminate and make a decision between two items; if you apply the references I have mentioned, your decision may be easily made. Some materials may be ordered on "10 day approval", which may allow you and others to make a decision. Otherwise, all I can say, is that you must be able to weigh both sides before you buy a book -- if it's too specific, maybe you might not buy it, but a book that is too general may be as useless as one that covers a very small area. If you know your tools, your decision will be a lot easier, and you may even be able to qualify your opinions.

With a little bit of luck, some serious involvement in your materials, and diplomacy, you will be able to provide your user with the information he needs, in usable form, when he needs it. For a 1-man library, that's a tall order, but with some diligence, you may acquire an ability to keep up with acquisitions. One more small word to the wise! When you do order, keep a record of what you've ordered, both to keep track of expenditures and fulfillment of orders; and to avoid duplication. Once you've gotten this far, cover your tracks and keep a record of what you did not order and why. If you've managed to succeed in the above, then you may go on by leaps and bounds, to another important project: binding.

Are there any questions before I continue?

Another money consumer is binding, and in the one-man library, this area is also time-consuming. I think of being a librarian in terms of skiing: edge a little too sharply in one direction, and you're going to catch an edge and fall. Same goes for the library: concentrate too much on one area, and you're going to encounter your downfall. In one's desire to keep up with the regular business, serials, acquisitions, reference, et cetera, don't forget about binding.

Obviously, the purpose of binding material is to file an item, monograph, serial or journal permanently. A journal that's bound is going to last longer than one that is not. But again, due to the ever-present budget problem, one cannot go bounding about and bind everything in sight. I'd estimate from what I have read that most libraries allow 2% of their budget for this purpose; but of course, this varies with the library and the budget. First, in terms of the expenses involved, some materials would be more accessible through other methods of storage. Requirements and conditions obviously vary, and in our case, the rebinding of books is a limited problem, as most special libraries rarely have a large stock of circulating books.

Our binding concerns fall into the categories of periodicals, pamphlets, and government documents and reports. One is faced with the problem of deciding what is ephemeral and what is not. Another consideration is whether the item can be borrowed from another library with ease; and finally, the problem of the availability of storage space. One rule of thumb that is worth keeping in mind is the fact that a periodical is not usually worth permanent filing unless it is provided with an index, or is indexed in an abstract journal.

One problem which almost everyone encounters is the estimation of the future utility of a publication -- some periodicals are better off being discarded after 1 or 5 years. Now don't misinterpret me: I don't mean burn them -- ask the U.S. Book Exchange if they want them, or another library in the area. Another solution to the problem which is pretty final, is to clip out useful articles and toss the unwanted.

Another problem with binding is the fact that all parts of a serial may not be purchased at the same time -- file this type of material in loose form until the whole item comes in. If you tend to hedge on binding, consider some temporary method of binding: (and I hope I don't alienate Mr. Jasek by this approach), consider

self-binders, or temporary binding cases, such as ordinary filing boxes, or plain boards with laced-in tapes. In the area of self-binders there are many varieties: ring or post binders, for newsletters or short releases; springback binders, wire ones, or steel ones -- for further explanations of these items, check the Handbook of Special Librarianship and Information Work, 1967. W. Answorth, ed. London: ASLIB, as well as with your binder.

Mr. Jasek has, it seems to me, thoroughly covered the other aspects of binding, but if you have any further questions I'm sure they can be answered. I do want to conclude with a personal note, and say again that the Proceedings of the last workshop answered lots of personal questions I had in this area, and if the answers aren't there, I'm sure we're all aware of the fact that Washington is eager to help!

Any questions?

CATALOGING AND CLASSIFICATION IN THE VERY SMALL SPECIAL LIBRARY

by
Thomas J. Whitby
Associate Professor
Graduate School of Librarianship
University of Denver

We all know that cataloging and classification are complex, professional activities. We also recognize that the proper performance of these activities determines the content of our catalog cards and the structure of our catalogs. What we do not always admit is the infinite amount of time, care, and patience that go into cataloging, including classification.

In the largest libraries professional cataloging is a full-time activity. The volume and variety of materials being processed, the application of elaborate cataloging rules and practices, the high quality product demanded of catalogers -- all these tend to make cataloging an endeavor absorbing all of a cataloger's time, energy, and talent. The requirements of his work leave the cataloger little time for anything else, unless it be to improve his background for cataloging.

Obviously the administrator of a well-run library does not want his catalogers, professionally trained and often highly paid, performing tasks unrelated to their work. He expects them to devote their efforts to the demands of cataloging: organizing incoming materials so that they may be expeditiously handled; cataloging those materials in such a way that the result can be easily interpreted and applied; and improving the tools and techniques of cataloging in order that the end product, the catalog, may become a better research mechanism. Professional cataloging in the large research library is indeed a full-time occupation.

Now cataloging in very small libraries -- and I understand that most of the special libraries within the Bureaus of the U. S. Department of the Interior are one-man operations -- must obviously be quite different from cataloging in the larger libraries, for the simple reason that the overall operation precludes extensive division of labor. My problem today is to characterize the operation in the very small special library in such a way that cataloging and classification of library materials can be placed in proper perspective.

Let me postulate for convenience sake a cataloging spectrum, not unlike the electromagnetic spectrum so familiar to physicists. In the spectrum I place the largest libraries at one end and the

smallest libraries at the other. In between fall libraries of intermediate size. As one slides along this spectrum from the large-sized libraries, where cataloging is a highly specialized and full-time activity, to the medium-sized and eventually the small-sized libraries, cataloging as an activity becomes more diffuse and less a specialty. One observes as he moves along that there are fewer and fewer catalogers, and in terms of language, subject, and types of materials handled, each cataloger is less specialized. In certain situations one finds catalogers dividing their time between cataloging and other library work. Also one finds greater reliance being placed upon outside cataloging services, such as those of the many commercial firms interested in providing libraries with cataloging copy.

If we now rivet our attention on the far end of the cataloging spectrum, i.e., where the library is a one-man operation and the cataloging rate is presumably low, what do we find? Cataloging as a distinct activity has disappeared, and we do not expect to find one person devoting much of his time to it.

Now it is interesting to note that all of the basic library activities practiced in large libraries as specialties, exist in embryonic form in the small library. All of the administrative, reference, processing, bibliographic, and housekeeping functions are there in one form or another. And amazingly they are being carried out by one person, possibly with the assistance of a clerk, typist, or secretary.

I have often been amused by the reflection that the best place for a library school graduate to get general library experience in a short time is the small special library, and the last place would be the large general library. Out of such paradoxes are library specialists and generalists made.

The librarian in charge must decide how the very small special library or information center is going to be organized, what collections it will have, what services will be offered, and what records will be established and maintained. With all this to be considered it is quite possible that some very important library functions will be eliminated, or at least drastically curtailed.

This is the situation, I suspect, in the Department of the Interior: many special libraries directed by a single individual with some clerical or secretarial assistance. What makes these libraries special, of course, are the kinds of materials available in them rather than the range of services offered. Actually the librarian does feel more like a generalist than a specialist, for he must see to everything himself. He is acquisitions librarian,

reference librarian, bibliographer, and administrator all rolled into one. At the same time the administration hopes that he will become an information specialist in the particular field of science or engineering that his library serves. Being a paragon of library science on the one hand and a subject specialist on the other is no small accomplishment.

I do believe that the emphasis in the very small library should be on service provided the user rather than on any other aspect of the library operation. It is through prompt and effective service that the small library installation will gain its reputation as an integral part of the overall organization.

Let me state what I believe one librarian can best do for the organization he serves. He can answer routine reference questions, perform literature searches or arrange to have them performed by outside agencies, and he can start a modest SDI (Selective Dissemination of Information) program, as well as other services including the routing of journals, copying of library materials, and maintaining current awareness through bulletin board displays, accessions lists, and orientation lectures for the library users. In this way he can make his small library or information center a vital link between the users and the sources of information both within and without the library.

What I've described is a busy library in which the collections must be built up; new materials quickly acquired and rapidly integrated into the several collections appropriate to the library. These most probably would include collections of books, periodicals, technical reports, government documents, and a variety of specialized materials, such as maps, patents, standards, and technical data of various kinds.

Where, then, does this leave cataloging? The current cataloging code, the Anglo-American Cataloging Rules, (AACR), provides rules for cataloging all kinds of monographic and serial publications as well as the various so-called non-book materials, including manuscripts, maps, motion pictures, phonorecords, and pictures. But are we to expect our jack-of-all-trades librarian, immersed as he is in literature searches and a current awareness program, to spend his precious time trying to apply the niceties of descriptive cataloging, subject cataloging, and classification to these materials? Most emphatically not! Better he should apply for a cataloging post at the Library of Congress. What, then, should be his alternative course of action in preparing materials for the collections? Let us see if we cannot make some recommendations as to the disposition of at least the major types of materials likely to be found in the very small library.

While serial publications are covered by the new AACR, small libraries in general have dispensed with their cataloging and have settled upon simple alphabetical arrangements by title. Incidentally, this practice is not confined to small libraries, for I have seen many larger libraries, say with 1000 titles, successfully handling their periodicals this way. Of course, a serial record is required, and a listing of periodicals is essential. The arrangement of periodical titles in the listing and the serial record should correspond insofar as possible to the arrangement of the issues on the shelves.

Patents and standards can also be easily arranged numerically or by class number. Existing indexes and class schemes published by the issuing bodies provide for easy access to them.

The AACR treats technical reports as monographs and gives rules for their cataloging. But the wise librarian will probably not catalog them according to the AACR; instead he should make use of one of the more rapid processing methods that have been developed. These are characterized by physical arrangement according to accession number or technical report number, which takes care of the classification problem most effectively. Technical reports is a complicated area of special library management and the librarian will do well to investigate how they are treated in other libraries before deciding how his library is going to deal with them.

Government documents, as you well know, are handled differently by different libraries. Some prefer to maintain a self-contained collection, utilizing the Superintendent of Documents' classification for arrangement and the Monthly Catalog as an index. Personally I've never found this approach completely satisfactory. On the other hand, cataloging each and every document is not wholly satisfactory either. Some compromise based on LC cataloging for significant books and reference tools which are published under government auspices together with a government documents collection approach for other materials can be worked out. The treatment of government documents in the very small library should be as simple as possible without sacrificing direct access through the catalog to books and ready reference material.

Finally we come to books. One of the two major classification systems, Library of Congress or Dewey, ought to be adopted for the arrangement of the collection. A classification will permit browsing by the users in an effective manner, and provide a convenient way of locating materials on the shelves.

My judgment about the cataloging of books in the very small library derives from the notion of the cataloging spectrum. In most cases books received will have been cataloged by the Library of Congress;

cataloging copy therefore should be available though the Card Division of the Library of Congress. I am told that the card service is steadily improving as the new ordering system becomes automated. It is patent that one should acquire these cards from LC, in sufficient quantity to take care of author, title, and subject entries in the library's catalogs. Not to avail oneself of this service would mean doing original cataloging, a course to be shunned as much as possible by the very small library.

If the very small library is a part of a larger system all ordering of books, LC cards, and other library material should be done through the processing center or central library. In that way, the librarian acts only as a recommending officer, sending his requests for library materials to the center and receiving back from the center fully processed materials ready for integration in the local system.

The very small library not a part of a system is in a more difficult position, obviously. Here ordering must be done and the received material processed. LC cards, even in this instance, are a great help because they provide the necessary cataloging and classification information, and it is a matter of putting the call numbers on the books and the cards in the catalog. These activities, corresponding to labelling and filing in the large library, can be done by the well-trained clerk.

Cataloging is necessary, or course, with those elusive items for which LC has provided no copy. There are cataloging and classification tools available to assist you in this endeavor: the comprehensive AACR, the Subject Headings Used in the Dictionary Catalogs of the Library of Congress, and the LC Classification. Equip your library with these tools and in your spare moments attempt to catalog and classify with them. Your product may not be completely professional, but given the pattern of the LC card as a guide, you should not miss the mark by far.

One thing you should not do. You should not keep books out of circulation because they have not been cataloged. Put all material into circulation as soon as possible after receiving them. Devise a temporary numbering system, if necessary, for them, so that you may circulate but not lose them. Much of this material may have been acquired as a result of requests by your users, and a serious disservice would be done by holding this material back until full cataloging is completed.

My basic message is this: do as little cataloging and classification as possible in the very small library, for your orientation as a service unit forbids it. Your main task is to provide essential information services to your users, for in that your reputation lies. All measures calculated to reduce the amount of cataloging in your library should be considered seriously, including those expressed in this paper.

RECLAMATION'S SDI SYSTEM

by

William T. Waterhouse
Bureau of Reclamation
Denver, Colorado

Information Retrieval - Current Awareness - Selective Dissemination of Information. These are all relatively new terms for relatively old ideas. Information retrieval, finding information in response to a search question or finding information in response to a reference request, is something conscientious librarians have been doing ever since there have been conscientious librarians. Current awareness, letting people know what is new in the library, is as old as the new bookshelf or the library accession list. Selective dissemination of information -- I can remember 40 years ago when I was working in the Engineering Library at the University of Illinois, I kept a list of those faculty members and graduate students with special interests in order to watch for new material for their research or studies.

So what's new?

Two things are new: the information explosion and the use of computers.

The information has been so well documented, dramatized, and publicized that the term is well known to all of you here today. The exponential rise in the number of documents and articles being published, the effect of the so-called "publish or perish" policy, and the need for those going to conferences and meetings to have the excuse of reading a paper -- these are all well known to each of you. You, too, have been flooded by the large amount of published information. Granted that much of this material should not have been published in the first place, there is still a need for some individual to screen through the voluminous mass to find those articles, documents, or reports which should be retained, to index them for future retrieval, and to bring them to the attention of selected individuals. Likewise, I assume that most of you are familiar with or know something of the capabilities of computers. These capabilities have also been well publicized, and although we are now more conscious of the limitations of the computer, we still must accept it for the valuable tool that it is.

The Bureau of Reclamation attacked the information explosion in 1962 by establishing, in the Chief Engineer's Office, the Office of Engineering Reference, to be an information center for the entire Bureau of Reclamation. This Office of Engineering Reference consisted of two branches, the Library Branch and the Technical Evaluation Branch. Now an information center should have as its primary purpose, the storage and retrieval of information, but obviously it is impossible to retrieve much relevant information from a collection until a sufficiently large collection, or data base, has been established. To establish such a base, it is necessary to choose suitable documents, abstract them, and subject them to extensive coordinate indexing. Reclamation initiated the establishment of such an information data base in two ways. First, by indexing, in depth, the reports collection of the library, consisting of reports, documents, preprints, reprints, and other published information. Second, by establishing a Current Awareness Program, not only to index in depth the best of currently published reports and documents, but also to make their availability known to the engineers and scientists of the Bureau. Initial current awareness effort consisted of a bimonthly publication, RECAP, containing 100 of the best articles and documents. After a few issues of RECAP, it was found that this publication was not selective enough and might become merely another document for the already overburdened engineers and scientists to peruse. And so a Selective Dissemination of Information system was adopted in addition to the publication of RECAP.

A Selective Dissemination of Information system attempts to send to an individual, only those articles or documents within his area of interest. To accomplish this, the SDI system needs five things:

1. Interest profiles expressing the area of interest of individual users or groups of users.

2. A key word or indexing term vocabulary.

3. An input of properly indexed documents.

4. A method of dissemination.

5. A feedback for evaluation of the system.

Reclamation's SDI system, while similar to many other systems, has two distinctive features. First, Reclamation's input is very selective. At the present time, only 50 to 75 documents per month are inputted to the system. We believe that materials selected for treatment through the SDI system should have outstanding, lasting, or immediate value and that the dissemination of mediocre or less than mediocre documents defeats the purpose of a good SDI

system. Secondly, Reclamation's SDI system is based upon the use of individual interest profiles. That is, each individual prepares a statement of his own interests and this statement is indexed to form his interest profile. Thus, in all probability, no two interest profiles will be the same.

The individual interest profile starts with a statement of interest by the user. This is indexed by specialists in the Technical Evaluation Branch using 18 to 20 key words from a closed-end word list. These interest profiles must be revised periodically to reflect changing interests or new job assignments of the user.

Reclamation's SDI system is based upon use of a closed-end word list. This word list was published in 1963 as Reclamation's Thesaurus of Descriptors, and has since been supplemented by the Water Resources Thesaurus published in 1966 by the Office of Water Resources Research. Key words chosen for indexing interest profiles or for indexing documents for the SDI system are called "Descriptors" and are chosen from this closed-end word list.

Monthly, the descriptors describing the 50 to 75 documents chosen are entered on magnetic tape for Reclamation's computer. The descriptors describing these documents are then compared with the descriptors on the interest profile tape describing the interests of the individual users, and if a match occurs, the computer prints the necessary information on a notification card. This information includes the document number, date of the computer run, the individual's name, social security number, and mailing address. In the Reclamation system, weighting of descriptors is accomplished by placing an asterisk in front of the word if it is a predominant or major indexing term.

Dissemination is accomplished by using a double card, samples of which I have passed out. You will notice that on the right-hand side of the card, the computer has printed the social security number, the document number, the date of the matching run, and the name and mail code address of the individual. After these cards come from the computer, the material on the left side of the card is printed by offset press. This includes a complete abstract of the document and on the reverse side, complete bibliographic data, and a list of all indexing terms applied to the document. These notification cards are then sent to the users on scheduled distribution throughout the next month. The cards are sent through internal messenger service and not through the mail.

When the user receives the card, he glances over the abstract, the short title, and the bibliographic data, and determines the value of this information to him. He then detaches the right-hand portion, the response card, and indicates whether the document

appears to be of interest, of peripheral interest, or not of interest. He also indicates whether he has seen the document before and whether he would like to see a complete copy of the document. These response cards, when received in the Technical Evaluation Branch, are inputted to the computer, feedback statistics gathered, and addressing labels computer-generated for use by the library in sending loan copy of the document to the user. Currently, 75 percent of the notification cards sent out result in returned response cards. For an SDI system with user population as widely scattered geographically as Reclamation's, this is an excellent response record. Statistics for the calendar year 1968 show that of the cards returned, 50 percent of the documents were rated of interest, 29 percent of peripheral interest, and 18 percent not of interest. Twenty-five percent of the response cards requested a loan copy of the document and less than 2 percent of the response cards indicated that the user had seen the document before.

On the left-hand portion of the notification card, on the abstract side, you will notice at the top some little black squares which have been computer-printed. These squares indicate the descriptor match which sent this notification to this user. These squares can be used in filing the abstract portion of the card. When the extreme left portion of the card is removed, a standard 3 by 5 file card remains with the abstract on one side, the bibliographic and indexing information on the other. The little boxes formed by the tic marks along the top of the abstract side of the card are reserved for the descriptors assigned to the individual's interest profile. These descriptors are arranged in alphabetical sequence, starting at the left side. The computer indicates in the proper box, the descriptive term or terms which resulted in the match. For those users who desire them, and most of them do, the Technical Evaluation Branch will provide header sheets, a sample of which I have here, listing across the top the descriptors assigned to the individual's interest profile. Abstract cards can then be filed in single fashion below this header in such a manner that those documents matched with any given descriptor term will be indicated beneath that term in columnar fashion. This single filing system, which was patented by two employees of the Office of Engineering Reference, is now used by most of the participants in Reclamation's SDI system.

Reclamation's information retrieval system has been undergoing constant revision. At the present time, retrieval is accomplished by manual searching of computer printout. Periodically the inverted file of key words from the computer tapes is printed out for use by reference librarians and information scientists in a manual search of the files. The printout is prepared in such a way that a dual dictionary-type search can be performed. The

present retrieval base consists of approximately 5,000 documents from Reclamation's SDI system, 15,000 references from the library's reports collection, and is being supplemented by 2,000 to 3,000 periodical references per year. At the present time, we are developing a computer program to provide for machine search of the inverted file of key words. This program will permit the use of 6 to 8 key words per search question using the Boolian combination of "and-or-not." For the SDI portion of the information service, a closed-end word list is used. A descriptor was defined as a term appearing in this closed-end word list, and only these terms can be used in the SDI system for indexing interest profiles or documents. Many other terms, not included in the closed-end word list, are needed for properly indexing documents for retrieval. So, the closed-end word list of Descriptors is supplemented with terms called "Identifiers." These "Identifiers" constitute an open-end word list, including many terms of equal value to those in the descriptor list but which cannot be used in the matching process. However, these terms are invaluable in the searching process. At the present time, this search program is being devised to search for references either by combinations of document descriptors or identifiers, the name of the author, the title of the article, the name of the corporate author, and the name of the publication in which the article or document appeared. Current progress indicates that trial runs on this computer search program can be started in the next few months.

Reclamation's SDI system is a part of an information service tailored to the needs, the geographical scatter, and the organizational structure of the Bureau of Reclamation under which the computer can help the information scientist, the reference librarians, and the user attack the information explosion.

SUBJECT GROUP MEETING
BUREAU OF MINES

Samuel P. Shepard, Chairman
Librarian
Denver Office of Mineral Resources
Denver, Colorado

The Department of the Interior Library Workshop, Bureau of Mines Sectional meeting convened in the auditorium of the Denver Post Office at 8:45 a.m., Wednesday, October 1, 1969. Mr. Samuel P. Shepard served as Chairman of the group. Each person present was requested to make a personal introduction.

The Bureau of Mines section was joined by three visitors from the Bureau of Land Management. Their spokesman outlined their needs and desires and hopes for cooperation in use of information retrieval procedures. They were particularly interested in securing the types and location of technical materials published by the Bureau of Mines.

The group discussed interlibrary loans thoroughly. The conclusions were that value was not being fully derived from the machinery which presently exists for cooperative use of materials already owned by the various agencies. The members of the group agreed that more extensive use of FTS and better cooperation in lending materials plus promptness and responsibility in returning borrowed items will be of mutual benefit to all concerned.

The next item of interest was the discussion of relationships between the librarian and higher supervision. Most supervisors are very much interested in learning from, and assisting, the librarian to perform his duties efficiently. It is the responsibility of the librarian to make every effort to keep channels of communication open between himself and his supervisor concerning library activities, needs and problems in relation to the operation of the entire unit.

Only if this is done can a librarian expect to receive full support and cooperation from his immediate supervisor. In turn, it is essential that the librarian interest the non-library supervisor in the activities and potential of the library.

Members of the group presented specific problems which they encounter in the course of their own work. Those mentioned included the relationships with the professional staffs of the several disciplines, with personnel officers, with the librarian in other governmental offices, and with the Central Library in Washington. Many expressed a feeling of isolation from the Central Library and a desire for better communication both upward and downward from the Central Librarian and his staff.

A short summary of the content and purposes of the Union List of Serials was presented and ways of using it to the best advantage were offered. The list is currently a preliminary one. Members of the group were urged to forward their list of serial holdings to the Central Library as promptly and as accurately as possible in order that the final list be useful to the fullest extent.

The meeting adjourned at 11:00 a.m. Members of the group expressed their appreciation for the sectional meeting and for the benefits received. They were desirous of expanded sectional meetings in the future.

SUBJECT GROUP MEETINGS

FISHERIES

Mr. Dan Gittings, Chairman
La Jolla, California

The librarians of the Bureau of Commercial Fisheries and the Bureau of Sport Fisheries and Wildlife discussed problems peculiar to relatively small libraries. Among the subjects covered were:

The Library Committee, and whether this alleged form of protection for the librarian is really a help or a hindrance.

Consideration of a hypothetical "ideal" library situation encompassing such factors as organizational status, budget allottment, freedom to purchase from source of supply (not at the discretion of a Purchasing Officer), and educational opportunities supported in whole or part by Government funds for career advancement or competentcy.

Mr. Milton Rose of the Bureau's Branch of Foreign Fisheries (translations) explained his program and how it could be utilized to best advantage. Other subjects receiving attention were the handling of library, and non-library reprint collections, the role of the Library Liaison Officer, the purchase of personal books for laboratory personnel, and the dead-end aspect of many field library positions. The group concluded that the bibliography series of the Departmental Library was of too general a nature to be of help to research laboratories. Time ran out before all the topics on the agenda were considered.

Mr. Dean Masterson talked on the Bureau of Land Management and its need for library services and cooperation. Mrs. Ruth Rehfus of the Departmental Library distributed a bibliography indicating the overlap of subject interest between the Bureau of Land Management and other Interior bureaus.

SUBJECT GROUP MEETING

WATER AND POWER

Miss Lorene Fuller, Chairman
Librarian
Robert S. Kerr Water Research Center
Ada, Oklahoma

Librarians representing the Bureau of Reclamation, Bonneville Power Administration, Southeastern Power Administration, Alaska Power Administration, and the Federal Water Pollution Control Administration met under the chairmanship of Lorene Fuller, FWPCA, Ada, Oklahoma. The program was organized around two topics: "Our Scientific Community: Water and Power," and "The Interactions of our Libraries."

Mr. John S. Schimmelbusch, Librarian of Bonneville Power Administration, Portland, Oregon, spoke on the interactions of our libraries. He discussed the various ways in which the different libraries may transmit data and emphasized the role of bibliographies and their contribution as an effective communication media. Several bibliographies being compiled by the BPA Library Staff were mentioned. Also, an overall description of the purpose and mission of Bonneville Power Administration, highlighting the interrelationship of BPA with other Interior Agencies, was given.

Mr. Alvin Yorke, Chief, Water Resources Project, Colorado River -- Bonneville Basins Office, FWPCA, Denver, discussed the framework of the cooperative working relationships existing between FWPCA and water-related agencies. He stressed the interdependence of those agencies who share some responsibility for carrying out continuing comprehensive programs. For example, he cited in detail the steps involved in bringing the water quality projects into reality.

Mr. John Campbell, Assistant Manager, WRSIC, Washington, D.C., explained the purposes and objectives of the Water Resources Scientific Information System. Slides were shown. Special emphasis was placed on the following topics: Advisory Groups; Operating Policies; Sources of Information Input; Centers of Competence; Indexing Aids; Journal Coverage; Inventories of Research Projects; Bibliographies; State of the Art Review, and Retrospective Retrieval.

Discussion followed on ways to promote the interchange of information; i.e., Bibliography Digest in the Interior Library Newsletter. Each participant received a folder showing the related areas of interest of the respective agencies. Pertinent publications, bibliographies, and a map highlighting the activities of the Water-Power Fronts were displayed.

SUBJECT GROUP MEETING
WATER AND POWER

REMARKS

by

John S. Schimmelbusch
Librarian
Bonneville Power Administration

Before discussing some of the problems on the agenda this morning, permit me to state, if you please, for the benefit of those who are not familiar with Bonneville Power Administration, the various divisions of the organization. In other words, I will give you a brief verbal organization chart so that you know from what divisions of the organization one may expect to be called upon to answer questions, to prepare bibliographies, or otherwise to be of beneficial use.

BPA, organizationally speaking, on the division level, consists of the office of the Administrator, the Division of Engineering and Construction, the Division of Operation and Maintenance, the Area Offices (Idaho Falls, Idaho; Walla Walla, Washington; Portland, Oregon; Seattle, Washington) and the Division of Administrative Management.

To list the branches of each division I consider too time consuming for this occasion. Anyone desiring a finer organizational breakdown may contact me later.

As you are probably aware, BPA is headquartered in Portland, Oregon, with area and district offices in a three-state area, Oregon, Washington and Idaho. The BPA library serves, in addition to the above mentioned Divisions and scattered area offices, the Bureau of Land Management, the Bureau of Indian Affairs, and the Bureau of Sports Fisheries and Wildlife in Alaska, Oregon, Washington, Idaho, Nevada and California on a previously agreed upon reimbursable basis. On a non-reimbursable arrangement we also serve the Bureau of Commercial Fisheries, the Geological Survey, the Federal Water Pollution Control Administration, and the Pacific Northwest River Basins Commission in the Portland area, when called upon to do so. Moreover, we furnish extensive legal library service to the Regional Solicitor. So much for organizational matters concerning BPA and other USDI bureaus.

Before continuing I would like to briefly mention the purpose and mission of BPA:

Under the provision of the Bonneville Project Act the electric energy generated by the federal hydroelectric dams falling under the jurisdiction of same act is to be disposed of according to the provisions spelled out in the act and its amendments. This simply means that we are a good size electric utility and therefore in the business of transmitting and distributing electric power, as well as constructing and maintaining transmission lines. Since the inception of the Bonneville Project Act and the creation of BPA, the organization has gone a long way in fulfilling its assigned mission. As time went on the Pacific Northwest region grew and BPA grew with it in complexity. We do not only wheel our own power but that of other utilities, when and if feasible, as well.

Last year, as some or all of you may know, BPA published a report, titled A Ten Year-Thermal Power Program for the Pacific Northwest, in which 105 publicly owned systems, and four major private utilities and BPA have agreed upon a program to pursue a course of action designed to attain objectives far reaching and beneficial for the entire Pacific Northwest Region. With eventual completion of the Pacific Northwest-Southwest Intertie, such states as California and Arizona will benefit as well, from cheap electric power generated in the Pacific Northwest. Again, I do not desire here to go into any great detail regarding the Hydro-Thermal program; I merely would like you to appreciate the complexity of the organization and the great challenge it offers a librarian, which now brings me to the subject about which I should be speaking a little.

First of all, we serve approximately 2,700 people at BPA, of which about 600 are professional people in a variety of academic disciplines. Some of the academic specialists covering this broad spectrum are electrical, mechanical, civil, metallurgical, and nuclear engineers, hydrologists, mathematicians, statisticians, economists, chemists, meteorologists, architects, accountants, systems analysts, Management analysts, et cetera. The remainder of a little over 2,000 people represents other vital support staff. A lot of our work consists of long range planning related to electric power needs ten to twenty years from now. Other problems are of a short term nature deserving also immediate attention. The services the library can offer in helping solve long and short term needs are invaluable and essential. The BPA library staff prepares and periodically updates bibliographies in the field of HVAC and HVDC transmission, underground cables, and electric vehicles. At present we are compiling a bibliography dealing with electric power systems network

stability. I have brought with me sample copies of most of the bibliographies mentioned. Please feel free to look them over. Anyone desiring to obtain a copy of his or her own, please contact me later on.

Among the many research projects in progress in the planning stage at BPA are quite a few. One of the problems we are concerning ourselves with is the effect thermal pollution will have upon the environment. Although we are not in the business of construcing and operating nuclear power plants, we will nevertheless, under the previously outlined Hydro-Thermal program, be interconnected with other utilities who will operate such plants. Therefore it is one of our functions and obligations to investigate this problem. The bibliography entitled Bibliography on Heated Effluents and Effects on Aquatic Life with emphasis on Fishes, prepared by Cornell University, some time ago came indeed at an opportune time. I firmly believe, and I would like to emphasize that such preparation and distribution of bibliographies among interested parties is the proper step forward to help each other and to narrow the information and communication gaps between libraries and between librarians and users.

Another area of a certain degree of priority in our organization is the projected establishment of a management information system at BPA. A great deal has been written on this subject. However, one cannot take one properly working MIS from one organization and superimpose it upon another. One can readily see the role the librarian should play in helping to implement such a system. Presently we scan pertinent periodical literature in order to accumulate and then to disseminate information dealing with MIS to our management people. I have just mentioned two problems as examples, thermal pollution and MIS, in which we at BPA, as engineers, management people, and librarians are interested in; this list could be expanded considerably.

Now permit me to speak a little on the subject of interaction and communication between libraries. In recent years librarians have been increasingly aware of the importance of interaction and communication between information science people on one hand, and its interrelationship to libraries on the other. For the librarian no task is more important than to manage the flow of information from source to user. The challenge confronting us today and in the future will be our ability to facilitate easy access to recorded knowledge regardless of its rate of growth and the growing variety of forms. Walter Stone, in his article titled "The Library Function Redefined," in Library Trends, pp. 179-195, 1967, points out:

Some of the forms in existence today are facsimile and data transmission devices; use of various electronic distribution systems; self-learning devices; cartridge-loading, sound recording, and video play-back units; expanded capacities for storage of ideas and information; dial access devices; satellite relay of C.R.T. signals, et cetera.

Traditional methods of conveying information from source to user are changing. For example, we used to move people to information. At BPA we move information to people, as is evidenced by the successful operation of the SDI system there. Today many libraries across this land are linked through TWX for interlibrary loan and reference purposes. As methods of transmission of data improve and as hardware becomes more economical to acquire, more libraries across the nation will be linked to form pools of information sources ideally accessible to all of us. 1/

It is almost inevitable that closer cooperation and interaction between libraries will continue for the following reasons, as is pointed out by Gordon R. Walter, "Library Cooperation-Key to Greater Resources," Special Libraries, pp. 565-570, October 1965.

1. Scientific literature published today increases exponentially.

2. No library can hope to acquire and house a copy of every publication its users may sometime want.

3. The possibility of reducing publications to micro-images so small that every library could afford to buy and to house all of the world's literature is nowhere near realization. 2/

I recommend that librarians interested in library cooperation also refresh their memories with the following article: "Library Cooperation: Panacea or Pitfall?" by Charles A. Nelson, Dr. Richard H. Logsdon, and Scott Adams. Special Libraries, pp. 571-578, October 1965.

1/ Stone, Walter C. "The Library Function Redefined." Library Trends, pp. 179-195, 1967.

2/ Williams, Gordon R. "Library Cooperation - Key to Greater Resources." Special Libraries, pp. 565-570, October 1965.

LANDS SUBJECT GROUP MEETING

Mrs. Ruth Rehfus, Chairman
Office of Library Services
Washington, D.C.

The lands subject group met under somewhat different circumstances from the other subject groups, there being such a limited number attending the workshop.

Bureau of Land Management personnel in Denver had expressed an interest in providing better library services in support of their programs. To explore this possibility and to better acquaint the other subject groups with the work of the Bureau of Land Management, the following format was followed.

Dean E. Masterson, a management analyst with the Bureau of Land Management in Denver, went with the lands group to the other subject group meetings. He outlined the mission of the Bureau of Land Management and discussed its relationship to the other Bureaus and Offices of the Department of the Interior. He told of the information which the Bureau could provide to other agencies, and then described the information needs of the Bureau of Land Management. These have grown enormously in recent times as the Bureau has changed from an agency which responded to demands on the land to one with responsibilities for long-range planning for the best use of all the resources of the public lands.

In response to Mr. Masterson's presentation, librarians were asked to comment and make suggestions as to how these needs might be met.

SUBJECT GROUP MEETING
BUREAU OF INDIAN AFFAIRS

Ray D. Reese, Chairman
Librarian
Instructional Service Center
Brigham City, Utah

The Bureau of Indian Affairs' group of 20 local librarians met under the chairmanship of Ray D. Reese, Librarian of the Instructional Service Center, Brigham City, Utah. Each participant was invited to briefly describe their school and the circumstances of their library.

Mr. Reese then explained the operation of the Instructional Service Center and how their services could be utilized by each school with an Indian enrollment. Services that were discussed at length included:

1. Research and evaluation of teaching ideas. New methods of concept presentation utilized in the field could be evaluated and tested at ISC as to their validity in other Indian areas. Those found valid could then be mass produced at ISC and sent out to each applicable school.

2. Servicewide Film Library was discussed. The suggestion was made that the librarian coordinate all incoming and outgoing films in his school.

3. The Professional Library collection is mainly in the areas of education and Indian history and culture. The library provides inter-library loan services, bibliographic services, and magazine reprint of articles requested. They are also a review library for children's books and school textbooks.

   A program was proposed to involve all the school librarians and their staffs in reviewing children's books and then keeping the books in their library. This was accepted wholeheartedly by those present.

4. The ISC provides consultant services on the development of school Instructional Media Centers. Requests for these services are to come through regular channels.

5. The distribution of surplus and confiscated property is handled through the ISC and requests for various types of materials should be sent there.

A proposal to establish centralized processing and purchasing was discussed and all the librarians felt that this would be the ideal way to operate. It was decided to follow through and see what could be accomplished in this area.

A request was made that a newsletter be started to keep Bureau of Indian Affairs' librarians better informed of programs in various areas and to tie them together more closely in their activities.

The session adjourned after several proposals were made to have more time for group meetings at future annual workshops.

THE CONSERVATION LIBRARY CENTER

by

Miss Kay Collins, Librarian
Denver, Colorado

Introduction

Welcome to the Denver Public Library. There are brochures in the back for you to use if you would like to visit other areas of the Library after the talks here this afternoon. There are also brochures on the Conservation Library Center (CLC) and some of the booklists which we have prepared for the general reader. This one is "It's Your World" which is an annotated list of paperback books on conservation.

What is the Conservation Library Center?

Brief history: In 1960 Mr. Arthur Earhart, noted author and conservationist, talked with Mr. John T. Eastlick, who was then Librarian of Denver Public Library. They reasoned that the west was an area where a great deal of the conservation movement had taken place, mainly because of the large amount of public land and the controversies over how to manage them. Therefore, it was decided to establish a special reference collection to cover this subject area and serve a national clientele, a rather new concept for a public library.

Noted conservationists throughout the nation were queried and asked for their reaction to the idea. As you may have gathered, the response was positive. Then the private collections began to pour in. They are still coming in. They never stopped. The CLC owes a great deal of its collection to the generosity of private organizations as well as public agencies. These gifts have been added to through purchase of books, periodicals, etc.

A few years ago a new activity was added to the CLC - the Fish and Wildlife Library Reference Service. This group is under special contract to the Department of the Interior, Fish and Wildlife Service to index the Pittman-Robertson, Dingell-Johnson Federal Aid in Fish and Wildlife Restoration research reports. I will let Mrs. Winn discuss that with you later.

Mrs. Winn is now Project Leader for the Library Reference Service, but she is also the person who did the original organization of the CLC. She has now left that headache to me and moved on to bigger headaches - such as computers.

Subject content

Just a brief explanation of what I am doing might be in order. I do not want to snow you with a great deal of information on my methods of processing material. They are not unusual. I only want to give a feel for what the CLC is, what it collects, and what services we provide. This is all you will remember anyway and you will know where to come for more precise information if you may need it at some later date.

Definition of Conservation: The definition of conservation which we use is "Conservation is thought and action directed by man to protect, manage, maintain and fortify the environmental complex that supports and enriches life as it now exists on the planet Earth." And we collect materials within this definition. This includes such areas as soil and water, conservation, management of wildlife, forests, minerals, public lands and outdoor recreation facilities. It also includes man's role in changing and maintaining the ecological balance. Thus we get into pollution as well as methods of using and abusing natural resources.

Depth of Collection: In my opinion a good research library should be able to supply not only the current materials but also the historical. Therefore, we try to collect manuscripts, tape recordings, books, periodicals, pamphlets, documents, reports, pictures, et cetera. We want a balanced collection of information. We also want depth and breadth. Much of this comes from collecting information, no matter what its physical form.

Also at our disposal are all of the other subject collections of the Denver Public Library. The Western History Department is the third largest in the country. The Documents Division has been a regional depository since 1906 and is approaching one million volumes. We have the Science and Engineering Department as well as the Sociology and Business Department supplying us with some excellent supportive material.

Patrons: All of this material allows us to supply the needs of many different types of patrons: graduate students, high school students, authors, film producers, citizen conservation groups, governmental, and private researchers, and so forth. Anyone needing information in conservation.

Examples of material:

To give you an idea of our collection let me run through some sample topics. This will help indicate subject depth as well as form.

I Bison Society Collection.
This manuscript collection is a storehouse of information on early wildlife preservation and refuge establishment. We have personal letters, books, annual reports, documents, original drafts of reports, etc. One thesis has come from this collection and a dissertation is in progress. This researcher will give us added materials which will bring us from the beginning to the present.

II Wilderness Preservation
The two most prominent men in early wilderness preservation are Arthur Earhart and Aldo Leopold. We have the Earhart papers and a dissertation written on his contributions to the early development of philosophy and management of wilderness. We also have the published magazines and proposals of the Wilderness Society and their files will be coming soon. We also have the proposals and some manuscript materials of various government agencies. And more is coming.

III U. S. Public Land Law Review Commission
Recently the CLC was named the official regional depository for the study reports of the U.S. Public Land Law Review Commission. In combination with the other documents and books we already have there is fairly complete coverage available on the history of the public lands, the laws relating to their management and use and some idea of future development.

Services:

Because we are a public library we serve anyone who asks. We have no specialized clientele but walk the neutral line between government agencies, industry, citizen conservation groups and students. To serve these people we:

1. Index periodicals: Many of our periodicals (and other materials) are not indexed for subject access. Therefore, we index these ourselves to have the information at our finger tips when we need it.

2. Answer questions: We answer the small or large specific query for information on a particular problem.

3. Literature searches: Limited literature searches are performed to aid researchers working on small and large projects.

4. Bibliographies: Two types of bibliographies are prepared. One is a typed bibliography used to answer specific researchers' queries and the other is the printed bibliography such as It's Your World which is meant as a general guide to readers of all types.

5. Referrals: An attempt is made to keep track of other collections and current research and activity so that we may refer the patron to the needed source if unavailable at the CLC.

Future Plans:

Since we are not fully supported by the Denver Public Library, we must raise funds to implement any present or future programs. Therefore, future plans depend upon funds we are able to beg, borrow or steal.

With the money we raise, we plan to buy a headache in the form of computerization. This will provide the capability to print a continuing bibliography on conservation providing access to the conservation literature. We would also try to reach out to the public and provide a current awareness service on an individual's specific field of interest.

A computer will help us provide information to our users when (and possibly before) they need it. The environmental problems are becoming more and more important. This service will help provide the needed information and data base to those actively working on these problems.

Summary:

Thus with all of the breadth, depth and future potential of the CLC, we hope to have gathered in one place as much of the literature on any conservation movement as possible. And if we don't have it, we hope to be able to tell our patrons where it is available.

BIBLIOGRAPHICAL CENTER FOR RESEARCH
ROCKY MOUNTAIN REGION, INC.

PRESENTATION FOR THE DEPARTMENT OF INTERIOR
LIBRARY WORKSHOP
October 1,1969

The Bibliographical Center was organized in 1935 with the aid of a $30,000 grant from the Carnegie Corporation and the use of Denver Public Library quarters. The Center is the first of three such Regional Centers, the other two are the Pacific Northwest Bibliographic Center, Seattle, and the Union Library Catalog, Philadelphia. In 1942 the Center adopted articles of incorporation as a non-profit agency with the purpose of promoting and fostering the cooperative use of library resources in the Rocky Mountain region. The Center is governed by a nine member Board of Trustees and administered by a Director, currently Miss Phoebe F.Hayes.

Membership in the Center represents all types of libraries from the States of Arizona, California, Colorado, Iowa, Kansas, Missouri, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah and Wyoming. In the last several years the organizational structure has changed somewhat with the introduction of all-purpose support by State library agencies, on behalf of public libraries in their States. Some States, South Dakota, North Dakota, Wyoming and Nebraska have contracted to include all types of libraries. Colorado has agreed to include services to Junior Colleges, school districts and State institutions. These agreements provide equal access to the Bibliographical Center resulting in an increase of usage. The Center at present has 89 direct memberships and is serving approximately 400 libraries. For the period January-June 1969 there has been about a 74% increase.

If you were to visit the Center, and we hope that you can do so, you will find that we have a collection of trade and subject bibliographies, union lists, and a union catalog that we use for identification and/or location purposes. In addition to these, we have at our disposal the resources of the Denver Public Library, and by phone, the assistance of area libraries.

The major service rendered is location and processing referrals for inter-library loans. In addition, the Director has engaged in some consultation and education among libraries in the region, with emphasis toward reference and interlibrary loan. On occasions, special literature searches and compilation of bibliographies are done, and are specially funded by agreement between the Center and the requesting agency. As stated, the major portion of service rendered is location and processing referrals for interlibrary loans. These requests are received by teletype, mail (majority of these are on ALA forms), phone and a few in person.

The use of TWX is increasing with the installation of state-wide teletype networks. Perhaps you would be interested to hear about the Colorado program. The Center has been designated to serve as the State communications center. The Colorado State Library contracts with seven system area resource centers, with the State communications center, and the State-wide reference center to provide reference service to all residents. All reference requests are channeled through the system area resource centers to the State communications center. The central system headquarters is in the Denver Public Library, therefore only six regional systems report daily via TWX at a pre-arranged time. For Colorado only, because of the agreement, the Center also relays several types of requests received from the systems to various agencies. For example, subject requests are forwarded to the statewide reference center in the Denver Public Library, requests for supplementary services are routed to the State Library. The Center not only provides locations for the Colorado systems request, but also forwards it to the appropriate sources for interlibrary loans. This is done by a typist who transfers the entry, with corrections if necessary, on to the ALA interlibrary loan form. The Center reports back daily to the systems regarding the disposition of all requests. In 1968 a total of 20,866 requests were received - they ranged from the simple to the sophisticated. The requests arrive with complete bibliographical information, others without or partial entries, fragments - some turn out to be a chapter in a book, a magazine article, etc. For the searcher a completed entry with verification is a joy to behold, but even that can be short lived, soon to discover that what was given was a cross reference rather than the correct entry or a compound name inverted, etc. One of the greatest problems for the staff is to convince users that a complete citation is essential before a location can be provided. So often when quizzing someone on the phone as to publisher date, source of verification or patron's source we are told, "But I only want to know what library has the book!" With so much importance placed on rapid service to the patron, it is the latter who suffers. Perhaps proper questioning during the initial interview with the patron would enable the librarian to get enough information to verify properly. True, some of our members do not have the sources or staff to do this and thus look to the Center for this assistance which we are happy to give.

Why is verification so important? The Union Catalog cannot be consulted unless proper author entry has been established. Our problem is compounded by the fact that our Union Catalog is divided into three basic files: pre-1956 imprints, 1956-1965 imprints, and 1966-plus imprints. This became necessary when the Center began reporting its holdings to the national Union Catalog for inclusion in the pre-1956 catalog. Therefore, not only needed is the proper entry, but the date of publication so that we may ascertain what file is to be checked.

If no regional locations are available, we can and do for those that wish circularize to the National Union Catalog. Also queried when necessary, are the two other bibliographical centers and by teletype, the National Library of Canada in Ottawa.

The Union Catalog is one of the Center's most important tools. It contains approximately 4 million cards and in 1968 there were 688,095 cards received, about 70 libraries contributed holdings. Cards for the Union Catalog also arrive with varied information. Some libraries send in a legible printed card, others their order slips, "p" slips, with partial information or the catalogers corrections, etc. This, of course, creates a filing and training problem.

In its 34th year of operation the Center continues to explore its future role in the region. I would like to quote here the Director, Phoebe Hayes, "since some national planning must also include the building of informational networks on present strengths, the Center is concerning itself with its role in mechanization of library systems, procedures, and functions, and more particularly, with the potential mechanization of its Union Catalog, as future regional holdings can be reported to it in this way. It will continue as a viable regional center only to the extent that it can maintain a regional usefulness in response to regional needs, and it may find a rewarding future on two levels: an increased involvement with state libraries, and a more specialized service in total regional and national patterns emerging from communication and mechanization."

LIBRARY FINANCES

by

Frederic E. Murray
Assistant to the Director
Office of Library Services
Washington, D.C.

Good morning! It is a real pleasure to see so many familiar faces here today -- and at earlier sessions of this Workshop. Last year, my first, was a happy initial meeting with many of you. I am also pleased to have the opportunity to make so many new acquaintances this year. This then is a pleasure, and a problem, at the same time. I have found the Department's librarians to be an intelligent and questioning group. So much so, that, in preparing for this presentation, I found that I knew very little about you as a group. This problem is now overcome in new Library Service Report which has recently been introduced. In the meantime, I'd like to use Mr. McBirney's remarks as an opportunity for each of us to find out a little more about each other here and now. Actually, I think we have a lot more in common than we think, big library or small. Do you really believe that? Let me go out on a limb and suggest that we have enough in common that at least two of us even have the same date of birth in common. That is, the same day and month of birth. Don't worry ladies, I would never suggest a common year. What do you think?

CHORUS OF VOICES: There should be at least five of us. Let's test it shall we?

RESULTS: Four of the attendees had the same day and month of birth.

Well, we only missed it by one, but remember, I only made a commitment of two!

Now, let's see what else we have in common. Mr. McBirney talked about management information and knowledge of library finances. What he said was vital for the manager who has a library under his jurisdiction and has to fight to get money for that library. As part of our knowledge, as librarians in that area, let's explore how much we have in common in that regard.

I am going to set up some arbitrary divisions of dollars for procurement of library materials and ask each of you to tell me where you fit in. By library materials, I mean the money spent on the purchase of books and subscriptions, those items of procurement which add to or complement your collections.

DOLLARS	NO. OF LIBRARIES
0	2
1-250	2
251-500	4
501-1,000	4
1,001-1,500	6
1,501-2,000	6
2,001-2,500	1
2,501-3,000	3
3,001-3,500	0
3,501-4,000	1
4,001-5,000	4
5,001-7,000	1
7,001-10,000	5
10,001-15,000	1
15,001-20,000	1
20,001-40,000	0
40,001-50,000	1
50,001 +	2

QUESTION: How about those who do not know how much they spend on their colections?

That is a good question. How many of this group do not know what they spend on the acquisition of library materials?

(A random count by five observers showed that an estimated 50% of the attendees raised their hands to indicate a negative response.)

Why not? How can you be responsible for running a program designed to support the natural resource program of this Department without knowing anything about the dollars that are being spent in your area for literature in your field of responsibility?

VOICE: I've asked my supervisor, but he said not to worry.

VOICE: Nothing I've ever ordered has been turned down so why should I worry?

VOICE: They won't tell me how much we spend, but I see all purchase orders for books and subscriptions, so I know how much

is being obligated; but I don't know how much was allocated.

There are many excuses for librarians not being knowledgeable about their own expenses. None are acceptable. You must know this. You must find out what your costs are if you wish to obtain more money, or even to know whether more or less money should be spent for literature in your activity. As Mr. McBirney has said, you may be better off <u>not</u> knowing, but you cannot perform <u>without</u> knowing!

The message I leave with you for next year is a simple one. Find out, by any means necessary, how much money is being spent for literature in your own locale and for what kind of material.

ADMINISTERING AN INFORMATION ACTIVITY

by

Warren B. McBirney
Chief, Office of Engineering Reference
Bureau of Reclamation
Denver, Colorado

When Mr. Bromberg first suggested a topic for this presentation, he had in mind the administration of library finances at the field level. In terms of an old cliche this struck me somewhat like having the cart before the horse because until funds are requested, justified, fought for, reduced, and received, nothing exists to administer. In regard to receiving funds, I remember an isolated instance when Congress decided to deny funds to a certain activity, but made its decision a few weeks after the new fiscal year was underway. Some unenviable Federal executive had to administer an RIF of people who had been paid with borrowed funds and whose reduction had to be accomplished, at least figuratively, with nonexistent funds.

So I think we must consider that fiscal management of a multi-faceted activity such as that in the Office of Engineering Reference, Bureau of Reclamation, includes getting the funds as well as putting them to the best use after they are received.

Engineering Reference operates on about $400,000 per year. This figure is split according to a flexible formula derived from a third-generation Ouija board between a Library Branch and a Technical Evaluation Branch. These partners are mutually dedicated to serving engineers and scientists in 17 western states with materials needed by them to perform their tasks in a water resources development agency. The range of technical interests is such that we like to think of ourselves as having an information center, a status designation currently in vogue.

Ordinarily, one thinks of a library as being organizationally attached to some administrative office where it can be seen but not heard and attention from the top man is hard to come by. But, we do have an advantage over some other strictly library-oriented activities elsewhere in the Department, in that the Chief of the Office of Engineering Reference reports directly to the Chief Engineer so that we have not been layered away from the man with direct control over the purse strings. And we can count another blessing in having a supervisor who well recognizes the values in a technical information service.

The most of our financial support comes from overhead almost entirely, to the exclusion of a formalized line-item type of funding. To digress a moment, I think it is regrettable that historically in both corporate and governmental structure, the library has usually been an overhead activity, as are most service groups, and consequently it has often suffered accordingly. The library is first to contribute,though involuntarily,to forced economies and the last to benefit from newly attained affluence. I say this as a general comment since Engineering Reference has fared well indeed, having a Chief Engineer over us who is quite understanding of our needs; but perhaps the reasons for this lie in the fact of our Special Library character and, equally important, the integral identification with- and dependence on - a computerized information system serving people throughout Reclamation.

Our principal sources of funds are the on-going water resources development projects -- dams, canals, power generating plants. These are tapped according to the magnitude of the job and the appropriations received from year to year. Overall, something less than 0.15 percent of our total Reclamation appropriation goes to support the information service. For obvious reasons no attempts are made to relate needs of each project to its contribution; likewise, it also follows that application of benefit-cost ratios to library and information systems as justification for continuance have not been required nor have such analyses been attempted.

With this method of funding we are fortunate in not having to go to the mat with each project manager for support in the coming year; even our Denver Office has been to a degree relieved of the task of deciding relative contributions since the Commissioner's Office in Washington sets the proportion each regional office must provide. But we do face yearly the problem of looking ahead to budget correctly for continuing functions and more particularly to work into the program ad hoc nonperiodic activities that become desirable. For example, salaries, acquisitions, and support by peripheral components (such as duplicating, computer, mailing, etc.) do not change appreciably from year to year; for the current year, however, we are updating our Thesaurus of Descriptors, the vocabulary used to index inputs for the computerized Selective Dissemination of Information system. Our budget calls for $460,000, a substantial increase of 15 percent. I have put this in a future sense in a somewhat reckless way because Reclamation does not yet have an appropriation.

Several tools are available to ensure good management of funds. We receive a computer-generated monthly cost summary report of all costs incurred the previous month. And it is detailed sufficiently

to identify labor, hardware, acquisitions, overhead, and branch in which costing occurred. As a manager of the funds I find it interesting to catch some other component of the office charging to our cost accounts because perhaps their local funds were short. Last year, for example, an engineer charged some travel to us. We did not mind the trip, but if it was to be made at all, we thought one of our staff should have enjoyed the benefits of a change of scene. After all, we can use this kind of therapy as well as the next man.

Sometimes intuition is called for in using a Cost Summary Report. Two years ago trend charts being plotted from that report showed that most costs were appreciably under levels expected at the end of the first quarter. By experience we have learned not to be too obvious or vocal in any sleuthing that seems to be in order. We discovered that inadvertently the overhead percentage was not being applied in the computer to our labor costs. For the next 6 months we maintained the trend charts on an adjusted basis, but did the adjusting inhouse; then before any damage could occur in planning for the last quarter we quite casually pointed out the error by making a subtle request to have the overhead included in reports for future fiscal years.

A properly interpreted trend chart can show increasing or decreasing demands on your resources. If you find that cataloging costs are rising, but the number of items being cataloged is not appreciably changed, then some investigation of the reasons is called for. In a very large operation, the trend chart might even be a tool for detecting diminishing efficiency and suggest a study of workload and people.

In the discussion so far, I have used three terms -- cost accounts, Cost Summary reports, and trend charts -- without adequate elaboration on their overall role in managing a field activity. First, the number of cost breakdowns and reports being requested and received from a variety of sources is such that it behooves any manager or supervisor to screen these so that he studies only what is significant and knows with accuracy the costs of each function his office performs. Somewhat facetiously it has been said, "Without good records how can I tell the same lie next year?" But more importantly a manager's position should be "If I know what my costs are and have been, next year I'll be able to submit an equally accurate and reliable report." A matter of integrity is involved here; since most reports <u>are</u> intelligently scrutinized we all have an obligation to collect the quality of data that contributes to accuracy and presents an undistorted picture of an economically managed operation.

Second, when objectively used, these indicators provide the means for detecting trouble spots or imbalance in expenditure areas.

Do you know, for instance, how cataloging costs compare with acquisition costs? Do you know the unit cost of your accessions bulletin? Do you know whether circuation is stable, rising, or falling? Can you defend a rising acquisitions budget with records showing that average unit costs are increasing? Each of these bits of information affords you the base on which to make decisions for improved operations. They may even pinpoint a developing personnel problem in time to prevent it from becoming serious.

Third, adequate cost and operational data will improve your forecasts of the costs of expansion or the impact of cutbacks. When your supervisor needs advice on the costs of extending an existing, or initiating a new service, can you advise him year by year in a manner that builds confidence? Also, predictions of funds to be saved when cutbacks are required should not become serious surprises when savings of the needed magnitude were not realized or found to be excessive.

Now for some specifics. We began detailed cost analysis in 1965. At that time our activities were broken into 16 work categories, which have since grown to 21. Examples are publications, circulation, reference, bibliographies, etc., all common terms in the library field. We set up a charge number for each. This step required the cooperation and support of our accounting people. Their support was readily given because they easily recognized the uses to which detailed cost accounts could be put.

Other of our activities have only in recent years become recognized as valid facets of an information field, and after all that is often the best tag to put on a special library function. We charge against such terms as document indexing, retrieval, ADP statistics, documents evaluation, and others.

To cover the multitude of minor job-related tasks performed daily we created a general account. The ease with which some otherwise conscientious employees fall into the habit of using this account rather than determining the correct one illustrates further the need to review in-house practices from time to time, to identify and remotivate such employees.

There is a bit of psychology in this method of operating. Anyone, whether he be a GS-1 or a GS-15, needs to develop a rapport with his supervisor that is based on easy confidence arising from truly knowledgeable reporting and a past record for integrity. If you are readily conversant with all phases of your operation, and your boss knows the soundness of your data, you become in his eyes an expert who deserves listening to. Further, since most librarians or information scientists are supervised by administrators with little or no exposure to your types of problems, you may need all the help you can get from a soundly based reputation for authoritative reporting, plus high integrity.

The human equation also becomes important in another sense. Take a group of 25 people, as in the Office of Engineering Reference, having little or no background in the reasons for cost accounting, and you probably have need for a class of 25 students to be told not only why but how. We had several staff meetings on this matter before and during implementation. Once underway we found that employees would occasionally backslide in their habits, so surveillance is necessary. And humans being like they are, some give only half-hearted support at best.

It has been our unfortunate experience in recent years in Reclamation to have to cope with a decreasing overall budget. Consequently our library program has had to make proportionate adjustments. In discussions with management on how to accomplish these, records of costs for the many facets of the information activity have been invaluable, first to indicate respective levels, and second to demonstrate priorities which would be appropriate in cutbacks. And I think that the body of engineers and scientists in our organization has benefited by knowledgeable rather than arbitrary decisions. They have not always been liked, but they have been defendable.

To conclude this presentation, I think some philosophical observations would be in order. The larger the budget a manager has to administer, the easier it becomes to treat daily decisions more casually than should be the case. By this I mean that the temptation to authorize acquisitions having less than prime importance increases, particularly when unit costs of periodicals or books whose readership will not be broad are low. In any organization there will be highly specialized small groups of patrons whose interests should be satisfied regardless of numbers, but unless your budget is quite liberal, the interests of the majority must be satisfied first.

Further, there is no particular significance in numbers for the sake of numbers alone. A large volume of periodicals or permanent holdings is hardly impressive if their quality is mediocre in relation to the agency's mission. A very long routing list for Esquire or Playboy likewise is not too indicative of importance, even though your personal popularity index may become high.

In the Office of Engineering Reference we monitor subscriptions, comparing usages with costs as well as pertinence to water resources. It is often of interest to look at names on routing slips, indicators of popular versus professional interests.

We are also cognizant of changing professional needs, so that materials of potential or future value will be available. Although we have not tried to do so on a concerted basis, I am of the

opinion that to some degree thought can be shaped to a preconceived objective, by carefully planned and executed accessioning. I would not like to see the librarian in the field of the propagandist, but I can see room for his influencing constructive trends where too rigid thinking prevails.

SPECIAL COLLECTIONS IN DEPARTMENT OF THE INTERIOR LIBRARIES

by

Suzanne Mayer
Chief, Division of Accession Services

and

Ruth Rehfus
Reference Librarian
Office of Library Services
Washington, D.C.

PART I

Suzanne Mayer

By way of introducing the subject of special collections in the Department of the Interior libraries, the Ad Hoc Committee on Esoteric and Exotic Gatherings of Stuff in Department of the Interior libraries thought you might be interested in a little early history of libraries in the Department. Mr. Garnett gave you some history on Monday, but much of it was related to the Department rather than the libraries.

The Department of the Interior was established in 1849. The first Secretary, Thomas Ewing appointed his son, Thomas Ewing, Jr., to take charge of the Government publications received by the Department. In the March 21, 1850, Congressional Globe, the forerunner to the Congressional Record, a discussion appears in which $500 was requested by the Department of the Interior for the purchase of books and other services (a far cry from the budget today). In the debate concerning this appropriation, one Congressman wanted the $500 raised to $5000. Another Congressman wanted to amend the amount to $1000. A third Member of Congress wanted no money appropriated for the Library because there was "a bill pending before this House to abolish the Department of the Interior." This Congressman feared the appropriation of money for library services would prejudice the Members of Congress in considering the bill to abolish the Department of the Interior, which, he said, "he trusted would not survive sixty days."

In 1859, the Department of the Interior was charged by Congress with receiving and distributing all the Government's publications, and an Act was passed, transferring from the Department of State to Interior the copyrighting of books, maps, charts, etc. In 1871, these responsibilities were finally transferred to the Library of Congress.

From 1871 to 1902, the Department Library experienced a relatively calm period. In 1902, the Acting Librarian, Mrs. M.R. Fuller, reported that "the whole Interior Department was startled one winter morning, very near the close of the Session of Congress, by learning from the daily press that the day before a Resolution had passed the House of Representatives virtually abolishing this particular library by directing the Secretary to turn over all the much-prized and well-known volumes in it to the city or public library." Mrs. Fuller continued, saying, "A mammoth petition and protest was hastily prepared, which, with a letter from the Secretary, was promptly sent to the Committee of the Senate to which the matter had been referred, where the obnoxious clause was quite promptly stricken from the bill."

Later, an Act was approved, requesting the transfer from all the Departmental libraries to the Library of Congress all books no longer needed for the use of the Department, by which, according to Mrs. Fuller, "this library was gladly relieved of over seven hundred volumes of old broken sets and out-of-date works of reference, sometimes called dead books."

After that period the various bureaus of the Department of the Interior began establishing small reference collections and even formal libraries staffed with librarians. In 1949, an order was passed to establish a Department Library. As stated in the order, the Department Library's purpose was to "promote the objectives of the Department through a wider dissemination of knowledge in the field of natural resources and in the other fields of activity of the Department; to improve the facilities for research by the bureaus and offices of the Department, other Federal agencies, state and local agencies, and representatives of foreign governments interested in such fields of activity; and to improve the efficiency and effectiveness of existing library facilities."

The new library was to be composed of a consolidation of eight bureau libraries. The Geological Survey and the Division of Geography libraries were to be left separate but under the technical supervision of the Departmental Librarian. The order also provided authority for surveys of other libraries and collections in the Bureaus and Offices, and for their consolidation and integration in the Department's library system.

Paul Howard was selected as Department Librarian and reported for duty on August 1, 1949.

Thus, as you can see, the Departmental Library was actually made up of a number of small libraries or what were then special collections.

Twenty years later, today, we like to think of the bureaus or field libraries as being the special collections. This brings us to the purpose of the survey you were given on Monday. Ruth Rehfus will tell you about some esoteric and exotic gatherings of stuff in the Departmental Library today and in some of the field libraries. Then I will tell you about the survey.

PART II
Ruth Rehfus

Approaching the subject of special materials in Interior Department libraries necessitates a look at the Department as a whole. Interior is often called America's Department of Natural Resources. It is even more than that. When one looks at the organizations in the Department of the Interior, realizing that in the Departmental Library we are collecting general or comprehensive collections on these subjects, as well as ready reference collections on many peripheral and related areas, one gets some idea of the scope of the Library's 750,000 volumes.
Consider what is needed to serve the needs of such diverse groups as the Office of the Secretary, Solicitor's Office, National Park Service, Bureau of Sport Fisheries and Wildlife, Bureau of Commercial Fisheries, Office of Territories, Bureau of Land Management, Bureau of Indian Affairs, Bureau of Outdoor Recreation, Bureau of Mines, Office of Oil and Gas, Office of Coal Research, Bureau of Reclamation, Office of Saline Water, Office of Water Resources Research and Federal Water Pollution Control Administration. We collect also to some extent on geology and power, but the major collections in these areas are elsewhere in the network.

As the Departmental Library has evolved over the years, changes in the Department itself have been reflected in changing library collections. Material for functions no longer part of the Department are no longer collected. For example, the War Relocation Authority, once part of the Department, no longer exists. However, we still have the collection of its documents, and not infrequently get requests for this material.

More important than dropped functions are added ones. When Interior enters new areas it adds to the Library's responsibilities. Since the Bureau of Outdoor Recreation and the Federal Water Pollution Control Administration were added to the Department in the early 1960's we have attempted to collect extensively in those areas, but of course we would lack many of the older items which are no longer available. Those collections, then, would by no means be as complete as for those subjects, such as mines, and fish and wildlife, which have been responsibilities of the Department for many years.

One special collection was established in the Interior Library as a result of a concerted effort to fill in the older, important, out-of-print materials on a specific subject. As the centennial of publication of oil books approached, a program was begun to make the Interior collection on petroleum exhaustive, since there was no library in the United States accessible to the public which had a complete collection.

In 1954, the Petroleum Book Fund was established by Edward B. Swanson upon his retirement from the Department of the Interior after 34 years of service devoted mainly to oil and gas matters. The Fund was made possible by contributions from Sun Oil, Standard Oil and American Building. The stated objective of the fund was to augment the oil book collection of the Interior Department Library, so as to make accessible to persons engaged in petroleum research as many as possible of the hundreds of books on oil published in the United States and abroad during the first century of the world petroleum industry. Only out-of-print materials were purchased with this fund. The location of some of the items required extended search, and books were purchased in Argentina, Belgium, Canada, England, France, West Germany, India, Italy, Mexico, Netherlands, Portugal, Scotland, Sweden and Switzerland, as well as in 22 States.

These books were combined with other oil books in the library to make one of the most complete collections available anywhere. The collection was for a time housed separately on one of the balconies of the Interior Library. It was later merged with the rest of the collection. Approximately 1000 books were added, and only a few were still the objects of search when the work of the Fund was completed.

Not only this research collection but also a major bibliographic tool grew out of Swanson's lifetime of work in the petroleum field. He produced a published bibliography on the first 100 years of oil literature.[1]

The Petroleum Book Fund was not the only special fund created for library materials. In 1951 Oscar Chapman, then Secretary of the Interior, approved establishment of the War Memorial Library, made possible through contributions by Interior employees in honor of those employees who were among the war dead. It was intended "to provide materials designed to enhance knowledge and understanding of the ideals and programs of the Department and of the administrative, historical, legal, economic, technical and social problems connected with developing and conserving the natural resources of the U.S." This collection is now merged with the

1. Swanson, Edward B., Comp. A century of oil and gas in books. New York, Appleton, 1960.

regular collection and accounts for the presence of some of the conservation classics in the Library.

Another small collection, not housed in the Interior Library, is available for research at the Lincoln Museum and Arlington House. There is access to it through the Interior Library card catalog. The collection has some unusual material on Lincoln, the Civil War, Robert E. Lee, and historical background material on the statues, monuments, historical sites, forts and parks under the jurisdiction of the National Capital Region of the National Park Service.

Let us move from these unique older collections to some important collections. Among the three-quarter million volumes in the library are extensive collections in all major areas of Department interest. Of these the most comprehensive is that of United States legal material, an outstanding one in the Washington area, with major emphasis on natural resources law. All the current state codes are maintained, giving access to such information as laws of the States regarding pollution, fish and wildlife, mining, riparian right, etc. Also available is a run of the National Reporter system with its predecessors, covering court cases from 1890 on. A valuable set of Executive Orders of the President from number one on is also there as are the published records of Congressional action beginning in 1799 with the Annals of Congress and continuing through the Register of Debates and the Congressional Globe to the current Congressional Record, which began in 1873.

I have talked with several librarians at the workshop who are doing some legal work, and with at least one who is compiling legislative histories on selected bills. Please make use of this outstanding law collection to help you with your legal work, by calling Mrs. Marjorie Snodgrass, law librarian at Interior.

One last part of the legal collection should be mentioned, because it has material of importance to all agencies. The Congressional Set, or Serial Set, as it is sometimes called, contains complete Senate and House Reports and Documents, and the Library maintains this set from volume one on. What makes this so valuable is that many important reports, such as Army Corps of Engineers reports, are often published as House or Senate Reports or documents. Once out of print they may be much more difficult to locate as separates than as a part of the Serial Set. As an example, some of the old reports of survey expeditions which contain so much scientific information can be found in the Serial Set at Interior, or possibly at a Depository Library near you. Access to the Serial Set is through the Monthly Catalog of the United States Government Publications or the earlier Documents Catalog.

The Indian collection at Interior is also outstanding. The cards under the subject heading, Indians of North America, alone occupy seven drawers in the card catalog. A unique uncataloged component of the collection is a file of old Indian photographs containing a pictorial record of American Indian customs, handicrafts and reservation life. As a result of the work done by Mrs. Snodgrass in connection with her bibliography, Economic Development of American Indians and Eskimos, 1930-1967, the Library now has an outstanding collection in this area, including many unpublished reports.

The Library is working on developing a Departmental Collection, which will be archival in nature, aimed at having a complete set of publications of all bureaus and offices of Interior available in the Library at all times. Of course this would be in addition to circulating copies. There is a Departmental Manual release requiring that three copies of all publications be deposited with the Library, but actually getting the publications is sometimes difficult. You could help by making your publications people aware of this requirement that they send three copies to us. Surely there is not one among us who has not had the frustrating experience of being unable to get a publication done by one of our very own Interior bureaus, offices or field stations. We are trying to remedy that. Please help!

I want to finish talking about special collections at the Main Library by mentioning the collection of indexing and abstracting tools. With over 300 of these services we are well equipped to do literature searches in many subject areas. Please feel free to call or write if you need a search made in some tools you do not have, or if you are having trouble identifying an article or other publication. You may already be using this service without knowing it. When our interlibrary loan staff cannot identify a requested publication, the request is turned over to reference, and we use these indexing and abstracting tools to further identify the item. So do make use of this fine collection of bibliographic tools through us.

In addition to these collections and items in the Main Interior Department Library, many special subject collections exist in field libraries. Because of the special research responsibilities of field offices and laboratories, some very specialized collections have been accumulated on the subjects of their research programs. These may be exhaustive in some quite narrow subjects. They may very well supplement rather than merely duplicate what is in the Interior Library. They may be valuable not only to the field library and the people it serves, but also to those in other laboratories and offices of the same bureau. And they may be of great value to someone in another bureau or office entirely.

Let me give some examples from a preliminary telephone survey we made while exploring the possibility of collecting and disseminating among field libraries information on special collections in other field libraries.

A sampling from Bureau of Mines libraries revealed special collections on iron ore, copper, lignite, petroleum, natural gas, atomic energy, electronics, coal, helium, metallurgy, oil shale and carbonyl processing. These are obviously going to be of use at times to other Bureau of Mines librarians. But some other less obvious possibilities of usefulness showed up. Material on oil field brine analysis at a mines library has potential value to water pollution control people. Perhaps the most interesting item from an inter-bureau standpoint is the existence in a Bureau of Mines Library of some special materials on Southwestern Americana, possibly useful to both the National Park Service and the Bureau of Indian Affairs.

Bureau of Sport Fisheries and Wildlife librarians reported special collections of potential use not only to other Sport Fisheries and Wildlife librarians, but also to some Bureau of Commercial Fisheries and Federal Water Pollution Control Administration people. These are collections on pesticides and on the effects of chemicals and other forms of pollution on fish. Another Sport Fisheries and Wildlife library is collecting on the subjects of ocean temperatures, ocean pollution, and estuaries. That library will probably be hearing from one of our staff members who is developing a bibliography on the radioecology of estuaries. So will a Commercial Fisheries library which has a general collection on radiobiology and estuarine ecology.

Other Bureau of Commercial Fisheries libraries have collections on fur seals, food chemistry, shrimp, menhaden, herrings, fish gear, lipid research, fishery statistics, exploratory fishing, and diseases and parasites of commercially important shellfish.

Federal Water Pollution Control Administration libraries report specialties in advanced waste treatment and area river basin studies. Of interest to fisheries librarians is a collection on effects of pollutants on fish. Both fisheries and power administration librarians would want to know about one Federal Water Pollution Control Administration library's collection on thermal pollution.

Bonneville Power, in addition to its exhaustive collections in hydroelectric power and electrical engineering, has extensive material on hydrology, water resources, and surprisingly, Northwest Indians.

So you see there are numerous areas where special materials are collected in overlapping or compatible subject areas. Field librarians should know about those which apply to their libraries.

Certainly knowledge of these collections in field libraries will be helpful to us in the Reference Branch at Interior as we work at locating sources of information for our clientele, but it will probably be more useful still to the staff of the Circulation Branch as they try to locate publications for your inter-library loan requests. In fact, it has already been useful. The preliminary phone sample we made turned up a source for a hard-to-get old foreign technical report wanted by another library in the same bureau.

As to the kind of rare or unusual material which we call "esoteric and exotic gatherings of multimedia stuff" in the memorandum which accompanied the questionaire, let me give you an idea of the kind of thing we wish to locate when we use that "far out" terminology. Bureau of Mines libraries report having files of research reports, area mining statistics on microfilm, old mining maps, crude oil analyses in punched card form, oil and gas patents, early materials on coal, and war mineral reports. Bureau of Sport Fisheries and Wildlife libraries have slides showing laboratory techniques in field studies, and a collection of theses and dissertations on wetlands. Bureau of Commercial Fisheries libraries report slides on the processing of tuna, a collection of scale cards used in age studies, and some rare books. Federal Water Pollution Control Administration libraries have old Public Health Service publications, all State water quality standards, and some unusual maps. Other libraries reported specific manuscript collections, and several indicated they collect all the publications of the personnel in their organizations.

We know there are some valuable, hard-to-find kinds of information and materials located throughout the network, and using such wild terminology to describe it is just our way of saying that we would like to know about your unusual material, whatever it is. This would be the last item on the questionnaire, and we invite you to use the back of the page to report and describe this unusual material.

This leads us to our survey on the proposed directory of special collections in Interior Department libraries, about which Suzanne Mayer will talk with you now.

PART III
Suzanne Mayer

The purpose of the survey handed out to you on Monday is to produce what we hope will be a useful working document for you. Useful for interlibrary loan purposes, useful for reference purposes, and for other purposes.

We intend to produce for you a working document in a form similar to the questionnaire with a subject index. We will try to have it ready for you by the first of the year.

We would like you to give the questionnaire back to us before the end of the workshop. If you cannot, please send it in to us before the end of October.

If you did not get a copy, let us know and we will send a copy to you.

In filling out the questionnaire, do not be worried about rating the adequacy of coverage. An educated guess is good enough. Again, we are mainly interested in the special types of material or things you have in your collection - like the shell collection I mentioned earlier that one of the Fish and Wildlife Service Librarians has in her collection.

Are there any questions on the form itself? Do you have any suggestions for the future development of the form? How could we make it a more valuable tool?

Thank you.

DEFENSE DOCUMENTATION BRIEFING

By

Lt. Col. William Sommer
Office of Customer Relation
Defense Documentation Center
Alexandria, Virginia

PURPOSE OF BRIEFING

First, I will tell you what the Defense Documentation Center (DDC) is.

Next, I will discuss the services available at DDC and how those services can help you, and...

Finally, I will illustrate how you can gain access to those services.

DDC BACKGROUND

The Defense Documentation Center (DDC) was established to support Defense Related Research, Development, Test, and Evaluation (RDT&E) activities. As a support organization, DDC helps to save time and money by preventing unnecessary duplication. DDC's services enable users to determine what has been done, what is being done, and aids them in planning what needs to be done in RDT&E for national defense, and "hopefully" inspires creativity.

The Defense Documentation Center had its origin in July 1945 when literally tons of captured German and Japanese technical documents were added to the mass of domestic R&D reports generated by World War II. In an attempt to systemize this collection, the Army Air Force established the Air Documents Research Center. With the separation of the Air Force from the Army, in 1947, the Air Force and the Navy combined to form the Central Air Documents Office (CADO). In 1950, the Army became a participant.

On 14 May 1951, the Secretary of Defense, George C. Marshall, established the Armed Services Technical Information Agency (ASTIA) to serve all three military departments and their contractors. CADO and the Navy Research Section of the Library of Congress were incorporated to form ASTIA. ASTIA started with a collection of some 400,000 titles and received requests for

40,000 documents the first year. ASTIA continued until 19 March 1963, when the agency was reconstituted as DDC. At that time ASTIA had a collection of nearly 700,000 different documents and its annual request for documents totaled more than one million. After 18 years of Air Force operational control, this function, which we know today as DDC, was transferred to the Defense Supply Agency (DSA) on 1 November 1963. Currently DDC has over 900,000 documents, is adding to the collection at the rate of 1000 documents per week, and receives 1½ million requests for documents per year.

DOD RESEARCH & DEVELOPMENT STRUCTURE

Overall programs for R&D are established by the Secretary of Defense. As Director of Defense Research & Engineering (DDR&E), Dr. John S. Forster, Jr., establishes and administers the policies for DDC. The Director of Technical Information, Mr. Walter C. Christensen, acts as the focal point for detailed policy guidance to DDC. Operational support for DDC is furnished by the Defense Supply Agency, of which DDC is a major field facility.

ORGANIZATIONS SERVICED

Within constraints of security and within the terms of any limitations imposed by authorized distribution statements on technical documents, DDC provides its services to and for the U.S. Government through these activities:

1. Department of Defense activities
2. Other Federal Government activities
3. Contractors
4. Subcontractors
5. Grantees
6. Potential DOD contractors - Research and Development

Organizations without current contracts or grants may be declared eligible for documentation services by a military department under the potential Defense Contractors Programs. These programs are

a. Air Force Technical Objectives Document Release Program (TOD)
b. Army Qualitative Requirements Information Program
c. Department of Navy/Industry Cooperative R&D Program (NICR&DP)

MAJOR PROGRAMS

DDC is, by charter, the central facility in the Department of Defense for the secondary distribution of Research and Development, Test and Evaluation documents (RDT&E).

DDC acts as a wholesaler of scientific and technical information by acquiring, indexing, announcing, storing, and retrieving data and documents.

Technical documents are furnished without cost in microfiche form to organizations engaged in Federally-sponsored Research and Development Programs.

WORK UNIT INFORMATION SYSTEM

While DDC is a principal source of technical reports on completed research and development, it is also the central source of management information describing current Defense-sponsored research and development efforts now in progress. The program offers a great potential for improving management.

EFFICIENCY IN ADMINISTERING GOVERNMENT-SPONSORED RESEARCH AND DEVELOPMENT

R&T work unit information enables the user to determine promptly who is doing what research, when, where, and how.

This data bank contains more than 40,000 resumes of which approximately 25,000 are current; the remainder being stored as historical information.

COSATI

At this time we will discuss the documentation program in more detail:

a. Announcement of newly acquired documents.
b. Storage for retrieval by document content
c. Retrieval based on subject matter requests

DDC announces the existence and availability of documents newly acquired. We do this through our own announcement publications and through announcement media of the Department of Commerce.

Technical reports acquired by DDC are announced in 22 major subject fields, further subdivided by the Committee on Scientific and Technical Information (COSATI) into 188 groups.

ANNOUNCEMENT MEDIA

Classified reports, and unclassified reports having limitations on distribution, are announced in the confidential DDC Technical Abstract Bulletin (TAB). Announcements of unclassified reports having no

distribution limitations are announced in the U. S. Government Research and Development Report (USGRDR), published by the Clearinghouse for Federal Scientific and Technical Information of the Department of Commerce. For users registered for classified service, TAB and the unclassified USGRDR are distributed twice a month at no cost. Users registered for unclassified services are authorized to receive only the USGRDR and not the classified TAB. Indexes accompany each announcement bulletin to aid the user in determining quickly which new accessions to the collection are of particular interest. Each of these reference tools includes a corporate author, monitoring agency index, subject index, personal author index, contract number index, a report number index, and a release authority index. Each of these is in alphabetic or numerical alignment. Each reference is correlated with an AD number. TAB indexes are accumulated quarterly and annually as references to the collection.

TAB LIMITED STATEMENT

Here is an example of a report announcement as it would appear in the Technical Abstract Bulletin. The key item for ordering the document is the AD number. This number must be entered on DDC Form 1. If you observe that the AD number is followed by the letter "L", this alerts the user that there is a limitation on distribution of the document. The nature of the limitation is in the announcement under the heading "distribution". You as the requester must determine if you are included in the group to which distribution is authorized. "DOD ONLY" means only Department of Defense personnel may request the report directly from DDC; all others must request that the DOD controlling agency (in this case the Naval Ordnance Lab) give them permission to obtain it from DDC. We will discuss limited document procedures in more detail later in the briefing.

You may also observe that the report has a security classification of secret. Your need-to-know for classified documents is checked against your registration for services, DD Form 1540, according to approved fields of interest. You should, therefore, check the numbers given in the announcement for fields and groups adjacent to the AD number. Otherwise the document request may be denied for lack of need-to-know.

If your Form 1540 does not prove your "need-to-know" for these fields and groups listed, your request for this report would be rejected at DDC. Since there is no abstract in this limited announcement, the title and descriptors are your only keys to the content of the report.

ORDERING A DOCUMENT

After reviewing the announcement media and finding the report pertinent to your needs, you simply place the AD number on a DDC order form (Form 1) indicating that you want microform film, and it will be provided by DDC without cost.

CFSTI COUPON

Should you desire hard copy of a report you must pay $3.00 to CFSTI either by coupon, deposit account, check or cash.

DISTRIBUTION STATEMENTS

Document ordering could possibly become more complicated when distribution statements are assigned by the originating agencies. Distribution statements may be used in marking a technical document to denote the conditions of its availability for distribution, release, or disclosure. If used to impose a degree of control on the distribution, the reasons must be other than for protection of classified information. For unclassified technical reports -- unless the contractor's "limited rights" statement appears -- one of the five statements must appear on the front cover and title page. For classified technical reports, only one of the statements numbered 2,3,4, or 5, may be used when fully justified. For example, if the "DOD ONLY" statement which is #4, appears on any document, it means that any requester not within the DOD must have the permission of the DOD controlling agency before DDC has authority to provide the requester with the document. Both originators and requesters of documents are affected by these statements and should be clearly understood by all concerned.

MICROFORMS

Effective January 1, 1966 all Government agencies were directed to standardize on the use of microfiche for scientific and technical documents.

Microfiche is a 4x6 sheet of film containing up to 72 pages of a given report.

All reports announced by DDC after September 1, 1965 are in this format and are provided free of charge to those desiring them.

Those announced prior to September 1, 1965 are in the microfilm format (35 or 16mm).

DIGEST

The DDC Digest is our way of quickly advising you of any change in procedure, any new programs we offer, and generally, a tool to keep the R&D community current on all phases of DOD activity in scientific and technical information.

We highlighted the $3.00 service charge in this particular issue. The announcement publications are useful in identifying current documents. But how does a user get information on documents produced a year or 5 years ago?

BIB SERVICE

DDC provides a bibliography service to meet this need. Through this service, the center produces listings which describe technical reports in the DDC collection relating to a particular subject area.

SCHEDULED BIBS

Bibliographies at DDC take three forms as follows: The first is a Scheduled Bib that is prepared for those subject areas for which numerous requests for bibliographies are anticipated. A typical example would be a bibliography on shock and vibration environment. Such bibliographies are added to the DDC collection complete with AD numbers and announced in TAB. They are requested by user organizations in the same manner as other documents in the collection.

REPORT BIB

The second type of bibliography, the Report Bibliography, is prepared in response to a specific request for references to technical reports which cover a particular research problem or project. A user submits a bibliography request (DDC Form 4) on which he gives pertinent information including: the organization and its address, the contract or grant number (if appropriate), and the user code number. Then, in as specific terms as possible, describes his need in essay type format. An important item of information to be included with the request is the name and telephone number of the requester who is going to use this information. Then, in the event the description of the problem is not sufficiently explicit for the DDC analyst preparing the bibliography to understand, he will telephone the requester and attempt to arrive at a mutual understanding.

REPORT BIB PRINTOUT

A computer search strategy is prepared from the information on the bibliography request. The resulting computer printout contains descriptions of documents in the collection which are most pertinent to the user's needs.

RAPID RESPONSE BIB

The third type of bibliography, the Rapid Response Bibliography (RRB), is also available to DDC users. This is a service that provides lists of AD numbers by electrical transmission, and with the objective of a 24-hour response time. Users are warned, however, of certain limitations of this service. For example, only unedited and unreviewed AD numbers are furnished. Also, the use of Rapid Response Bib Service presupposes that the requester have a collection broad enough in scope to contain at least all AD numbers referenced on the TWX (AUTODIN).

SECOND MAJOR PROGRAM
WORK UNIT INFORMATION SYSTEM (WUIS)

The Defense Documentation Center (DDC) is the central facility within the Department of Defense (DOD) for the collection and dissemination of data on current DOD-funded Research and Technology (R&T) efforts.

The overall concept of WUID is that it provides an automated reporting system within the RDT&E community of DOD for the rapid exchange of technical and management data of ongoing work. The goal of WUIS is to help increase the effectiveness of the DOD scientists, engineers and managers. The information in the system is developed at the working level and is stored in a form which will meet various needs by taking advantage of modern computer technology.

1498 SAMPLE PAGE

The DD Form 1498 records over 20 standard elements of data, including estimated resources, performing organization, and a narrative description of the effort and its purpose.

To date, DDC has received and processed approximately 40,000 RDT&E work unit records. New information is being received and processed into the file weekly. When work unit efforts are completed, started, or significantly changed, a report is prepared.

WUIS PRINTOUT

What can the WUIS do for you? Although the system requires an input that is fixed in form and content, output from the system is not similarly restricted.

1. In the case of DOD contractors there are certain limitations that DDC must adhere to, namely:

   A. The subject of any request must be in the area of their need-to-know of the contract or grant as certified by the DOD organization monitoring that contract or grant.

   B. Only one format will be issued to contractors.

2. DOD agencies can receive all the information put into the data bank. The data are printed in the exact manner you specify with any additional information you may request such as tables of contents, indexes, summaries, etc.

HOW TO REQUEST WUIS REPORTS

DDC needs certain information from you in order to prepare and deliver your report. For the convenience of requesters, we have developed two forms: DDC Form 64 for Government users, and DDC Form 81 for DOD contractors and grantees. In the event that instructions are not clear, we have systems analysts available to assist you.

OTHER DDC SERVICES

Referral services are provided by DDC as an added help to research scientists and engineers by identifying the many organizations (other that DDC) from which they can obtain specific information more responsive to their needs.

DDC has been designated as a central registry of need-to-know and security clearances of various organizations eligible for access to DOD scientific and technical information.

INFORMATION ANALYSIS CENTERS (IAC)

Programmed into DDC's bibliographic data is referral information, which summarizes the services of the 28 information analysis centers, including information on the IAC's mission, subject-coverage, address, point of contact. Each center, which is

responsible for a particular scientific discipline, is staffed by subject specialists who collect, evaluate, store and diseminate information. These centers produce critical reviews, state-of-the-art reports, data compilations and substantive responses to queries.

IAC's are staffed by professional working scientists and engineers who maintain the closest contact with their technical professions and who, being near the data, can make new syntheses that are denied those who do not have all the data at their finger tips.

DD FORM 1540

To assist organizations in registering for DOD services, the DDC provides a manual (DSAM 4185.3) titled "Registration for Scientific and Technical Information Services of the Department of Defense." The pamphlet outlines registration procedures and is furnished with copies of the DOD forms required.

The principal form used in registration for service is the DD Form 1540, titled "Registration for Scientific and Technical Information Services". It is the only form required of military organizations for service.

The completion and submission of the DD Form 1540 by contractors, subcontractors and grantees varies according to whether the request includes classified document service. Directions for these procedures are specific within the pamphlet.

REGISTRATION PAPER WORK

Upon receipt of the certified DD Form 1540, DDC will forward DDC Form 9. It is required that you fill in the form, with your request for announcement media, and return it to DDC so that we can enter your subscription for those items desired.

RETURN OF DOCUMENTS

We are frequently asked whether we want documents or indexes returned to DDC. The answer is DON'T RETURN--BURN, or destroy as instructed by your cognizant security officer.

DDC has no facility for reprocessing used items into the system. It has been determined that the expense of such procedure would far outweigh any gain achieved.

DON't KNOCK IT

If you haven't tried our services, "Don't knock it!"

THE ROLE OF LIBRARIES IN SOLVING ENVIRONMENTAL PROBLEMS

by

Maurice D. Arnold
Regional Director, Mid-continent Region
Bureau of Outdoor Recreation
Denver, Colorado

It is my pleasure and privilege to talk to you on behalf of the Bureau of Outdoor Recreation. You have asked me to discuss the environmental problem and the role that the nation's libraries might play in solutions.

You are aware that the public identifies the environmental problem as number one, according to several polls. Many members of the public feel that we are not doing enough. Moreover, the public is willing to pay, apparently, for solutions.

But, for the most part, most of us only talk about the problem. There is really little significant action, and I feel a little apologetic appearing before you today -- because I am just talking, too. Nevertheless, I hope I can pinpoint possible action.

The problem, of course, is that man's activities on earth are often being conducted in an irrational fashion without thought for long-term results. Our eyes smart and our lungs rebel at the foul air we find in many parts of our nation. Noise pollution is an ever-growing problem, and many people are going deaf. Visual pollution is getting worse. Our scars are billboards, slums, urban sprawl, litter, our poor design -- our tastes are showing! We are a nation which spends a lot of money in planning without action and in doing without plans. Our plans do not guide action and our actions are uncoordinated. Land use then is irrational, chaotic, and uneconomic. Our water is too often bad to look at, and worse to drink. Toxicity levels in the countryside and in the water are threatening all life, including the ocean food supply. The temperature of the air is increasing, causing the threat of flooding from the ice-caps. These and other problems force a lowering standard of quality of living. The alternate result will be the demise of man.

But what are the fundamental causes? There are, of course, many. The basic problem is population. The secondary one, in the United States and in many western civilizations, is the increasing rate of consumption per capita.

In the United States, the gross national product per capita has started downward -- without note. The total gross national product is almost meaningless, but the per capita gross national product is not. It is a reflection of the economy, or diseconomy, of living. Its decline downward telegraphs a message. The message is that our lack of environmental concern is beginning to cost. In point of fact, one of the problems is that we have let environmental concern go for so long that even corrective measures will result in the lowering of the standard of living. This will be a bitter pill to take.

The cost and the bitter pill are only one way of looking at it. The far more disconcerting approach is to think about how we humans solve problems. In the main, we wait until a crisis is upon us. The insidious aspects of the environmental problem is that we may not know when we have a crisis, and that by the time we recognize the crisis, we could be beyond the point of reversal.

But back to causes. In my view, one of the essential causes is a lack of awareness. We need to be aware of how our activities affect others. We need to be less ignorant and less arrogant. We need to be broad in our concern.

But broad we are not. Our products are conceived by the technologist. He often has blinders on and does not realize it. Thus, we have air pollution in part because the specialist has not considered pollution as an ingredient in designing his device. The airplane is a noise polluter because the design engineer probably has not considered noise as a design requirement. The mountainside has scars because the miner may think only in terms of his profit. The flood plain is debilitated because the engineer wants to take care of a flood and not necessarily of the other more critical requirements of man. The tree is cut because the timber man sees it as a means for obtaining fiber and not as a tool in combating excess air temperature. And so on.

But therein lies our dilemma. All developed wonders rest on specialization. The specialist is essential to rationalization of work and to mass production, to economic prosperity. He is also necessary in order to permit the accretion and digestion of knowledge.

It boils down to the fact that we can neither do with the specialist, nor do without him.

We must then prepare for complexity. We must discover how to coordinate technologists.

This is where the libraries come in. They are a part of the educational system that can play a role in coordinating specialists and their actions. This means that the libraries must be less passive than they have been in the past. The staff can no longer be research assistants, can no longer protect books and provide reading space. They must take an active role in environmental education. In Interior, the need for leadership is especially great. First of all, we are a department, if not the department, for the environment. We must show leadership. Secondly, in order to get many of our jobs done, we deal with specialists. You deal with specialists.

There are many things, I think, in which libraries can play a pivotal role.

Librarians should have a special role in planning. To combat the problem of uncoordinated technology, we need to find new systems of planning. One which will work very well is to introduce new and different biases into each step in the planning process. The specialists cannot be relied upon to give equal weight to all aspects when he is working on this theme. We have generally failed to realize this. The correction can come for creating webs of countervailing biases through changes in our procedure for planning which force upon the specialist other views. In many cases the librarian is aware of these countervailing views and can suggest who, what, how, and when to decision-makers.

Specialized libraries have a real opportunity. They deal mostly with the technologists responsible for our problem. They should be careful not to be literal in following the instructions and requests they receive for background research. Rather, they should be broad, they should find ways and means of helping the technologist not to set up his own little library. For it's clear to me that one of the reasons why we overlook other causes is that so many of us feel comfortable with our own particular references and selections. A poor library service can, in fact, be worse than none at all.

Libraries could attempt to get a better range of views of problems. Most libraries are a victim of specialization. Many of them hire only librarians, creating a walled mausoleum which serves to keep knowledge out, as well as to keep knowledge in. The libraries need to hire many other kinds of skills so that they can be in a better position to keep in touch with many fields. Happily, this is not so much a problem in Interior, for Interior has made it a point to hire people for its libraries from several walks of life. This is a

strength. One of the reasons why the educational establishment has failed in its job of environmental education is its tendency to hire only cardholders. The tendency to take credentials as a standard of merit is one that all of us, especially in the professions, must combat. The elements in the education establishment cannot afford to take such risks. Yet they have. We are now reaping the harvest -- a sad harvest.

I would like to see our libraries sponsor programs of adult education. We need desperately to reach people in the age group of 18 to 35. These people have been rushed through our educational establishment with almost no contact with environmental aspects. And yet, these are the decision-makers in the crucial tomorrow where the crisis could be reached, but not seen.

Librarians should be involved in community actions -- be joiners, sponsor seminars, get to the press. It is important to bear in mind that the service clubs and the chambers of commerce are integral in our power structure. They make the decisions that affect America. Yet, for the most part, they are the very ones in need of environmental education, because most of their members have a very low environmental I.Q. Yet, in my experience with these organizations, the members are concerned and interested. They simply, for the most part, are not aware. You and I have failed because we tend to live in our own little world and many of us do not want to get our hands dirty by dealing with the unwashed.

I am sure that more opportunities occur to you than to me. I would encourage you to follow up on your instincts and grasp the opportunities which I feel are there. The life you save could be your own. So make a mesh of things.

UNDERSTANDING - THE KEY TO BETTER ACQUISITION SERVICE

by

Mr. Jerome Schwartz
Key Book Service
Bridgeport, Connecticut

Consider the lot of the poor librarian. After years of training, left to stick spine labels on books while demanding researchers growl because they can't get a bibliography for their paper on the feeding habits of bullfrogs, or what minerals are found in mud geysers. Getting stuck up in paperwork while the swell new publicity idea she (or he) dreamed up just goes on being a dream. Overworked...underpaid...taken for granted...the last one to be thought of when the budget committee starts spreading the taxpayers' money around. Doctor, lawyer, teacher, podiatrist, veterinarian, exterminator -- they're all regarded as professionals. But the librarian -- only by other librarians.

Then consider the poor bookseller. Even his name doesn't fit. The smallest part of his job is selling, and he's not considered a professional by anyone. "It's just a business," people tell him. But what a business! Caught between customer and publisher -- in a market where there are more than 300,000 in-print titles, with 50,000 new ones coming each year and 50,000 disappearing -- he's expected to furnish -- either immediately or soon thereafter -- any single title from among that mass.

Can anyone help them, the forgotten librarian and the distraught bookseller? Maybe not. But there is something they themselves can do. The can help each other!

First let us see what the librarian can do to help the bookseller, because it is with the librarian that the process of book supply commences. Here are some of the ways the librarian can help the bookseller do his job more effectively:

1. Prepare each order slip or order form to give the following information, and in this sequence: author (last name only required), title, publisher, and year of publication if known. That's all -- no more, unless a volume or part or edition number is involved. Rarely is a subtitle needed, unless it differentiates the book wanted from another in the same series. Example: FEEDING HABITS OF BULLFROGS, 3rd Symposium. The fact that the particular Symposium was held in

Waukegon in 1967 by the Society for the Study of the Smaller Reptiles is of no importance, if the essential information is given. Too much information can be almost as bad as too little. If the publisher is an obscure one, give his complete name and complete address. That saves the time of the bookseller in searching it back through the Cumulative Book Index or other sources, with the possibility that he might not come up with the information anyway.

2. If a particular book order results from a publisher's advertising flyer or announcement of some sort, try to ascertain if it is just the announcement of a projected book or one that has actually been published. Perhaps more misunderstandings, and more dissatisfaction, arise from this than anything else. Many publishers, particularly those who put out technical and scientific books, advertise titles while they are still in the author's typewriter. They want to assess the market, try to see what the demand might be, before ever going to press. The book itself can be six months off, or even more. In these cases, the advertising material is non-committal as to publication date. Any circular or flyer that does not mention the publication date in the past tense or show a definite month or year of publication should be scrutinized carefully for some clue as to whether the book is available or just contemplated.

3. When ordering a book under the Department of the Interior contract, tell your purchasing office that this is your intention. Every day at Key Book Service, we receive requests from purchasing agents to supply price information that was probably in the hands of the requisitioner to begin with. Requesting quotations unnecessarily, not only loads us with extra work (those forms are pretty long!), but causes you delays in receiving books, delays that can run up to three weeks or more, even before the book gets ordered. If necessary, see that your purchasing department is supplied with a copy of the contract.

4. Back orders. Many books (and the more highly technical they are, the more likely it is to happen) are printed in small editions. Some are as small as 500 copies. Perhaps the publisher has printed sheets for more than 500 copies, but he does not bind them until he needs to. Often, that means you receive an out-of-stock report on a brand new title. But how long should it take to bind just a few hundred more? A month maybe, or two months, or three months? Why? Because binderies put orders in

line, in the sequence in which they are received. And even when things are quiet a bindery is likely to have several weeks' work scheduled. If you receive a report saying "Out of Stock, re-order December 1969", don't blame it on the bookseller. He is just passing on the information as he gets it from the publisher, who in turn probably got it from the bindery. Also, your bookseller cannot be sure you will still want the book when it becomes available, and he is giving you the option of re-ordering or not re-ordering when he cancels in this manner.

More on back orders: sometimes in the case of new fiction and general titles especially, books actually go out of stock (with the publisher and the bookseller) before publication date. How come? Demand created by serializing, book club adoption and other factors such as the exceptional timeliness of a book create a demand that no one could have anticipated. Pre-publication orders exceed the supply. And printing plants are like binderies, they can only go just so fast. So the next time you are notified that a book which has not even been published or widely reviewed has gone out of stock, please re-order it. Be sure of one thing: your bookseller wants to sell as many books as he can.

When items cannot be shipped, the reason is coded on packing slips and invoices. Perhaps you have been mystified by two terms especially. One is "Cancelled -- out of stock -- no date." This can mean either that the publisher has reported to us that he does not know when the title will be available again -- or it can mean that he has failed to give us a date when it can be expected and we have not been able to get a date. Another term that is frequently misunderstood is OSI -- out of stock indefinitely, which is also a reason for cancellation. This means that the book is not in our stock, nor are we able to obtain it from the publisher because he has no definite plans for going back to press with it. In more than 90% of the cases where a publisher reports a book as "out of stock indefinitely", it is allowed to go out of print without becoming available again.

5. Order as many books as you can at one time. Your bookseller does not ask you to lose valuable time to do this. But if you buy books regularly, half a dozen a week, let's say, the cost to you in paperwork is vastly increased if you order them one or two at a time instead of holding them all for a weekly mailing. And just as the cost is increased for you, so is it for the vendor. This is not to say that when the urgency is there, you should hesitate to order books singly. The contract you use is designed around the single title order slip, but it is not mandatory on you to send in an order every time you need a book.

6. Follow-ups. You are entitled to receive your books at the earliest possible moment. Remember, though, that there are a lot of intermediate stops between the writing of your requisition or order and receipt of the books. Time in the mail is getting to be a serious matter. Key Book Service, which is located 60 miles from New York City, still the publishing center of the nation, recently surveyed its incoming first-class mail. It took from one to four working days for a letter to travel those 60 miles from New York to Bridgeport. From Washington it was one to five days. From Chicago it was three to seven days. Parcel post is even slower. And consider some of the other reasons your book may not come when you think it should, the necessity of special ordering, of getting out-of-stock information on special-ordered books, and so on, and you will see how quickly days become weeks and sometimes weeks become months. So don't send follow-ups automatically, hold your expeditor in check, he may only be adding to the delay by asking prematurely for a report from your vendor. Your bookseller isn't off on a Mediterranean cruise. The chances are he's waiting himself.

Now what should your bookseller do for you? First of all, he should be aware that at the other end there is a need for the books ordered from him. The fellow who is busy solving his own problems can easily lose sight of his customer's situation. The first, and most important thing the bookseller can do is try to maintain as comprehensive a stock of the kinds of books his customers are likely to want. In the technical and scientific book field, he should have standing orders with the publishers so that he receives as many of the new titles as possible automatically, in the quantities he thinks will be needed. That gives him the basis for prompt shipment of new titles, which are those which are most often needed quickly. Key Book Service is "on standing order" with most technical and scientific publishers. On top of this it tries to maintain a stock of as many standard reference works as possible. It also has a program for reordering faster-moving titles.

Then why does it take 30 days, and sometimes more (although the average is about 21 days) to ship an order? As with any bookseller, orders must be kept in line -- that is, handled pretty much in the same sequence as they are received. Since most of our orders come in the mail, time can be lost right there. (Please don't phone orders in, there is no practical way to handle government orders that way). Next, orders must go to an editor. They then go to the order pickers, to see which books are in stock. Then back to the order editor, if necessary, who extracts titles

which must be special-ordered. Then to billing, then to bookkeeping, and finally to the shipping department, in any of which place it is likely to have to wait its turn. Perhaps more should be said here about all this emphasis of keeping things in turn. Any other way of handling orders in a complex business would result in chaos.

Special orders generally go into the mail to the publishers once a week, but if the book or books we must special-order for you miss that go-round, they may not be ordered for another seven days. Then why do we not order more frequently? Simply because it would run costs up so high that some books would have to be sold above list price, which of course is unthinkable, especially in view of the fact that the Department of the Interior purchases books from us at a flat 18% discount, plus 3% for prompt payment, which comes out to a discount of slightly more than 20¾%.

We have mentioned that postal service today is not very good. Without getting off on an extensive analysis of publishers' business methods, let it just be said that computerized systems have not helped a bit. Most publishers, whether they realize it or not, are trying to use computers instead of people. In many cases, knowledgeable order editors, who knew their own lists and soon came to know the varying requirements of different booksellers, have been replaced by card-punch operators who prepare the fodder that goes into the computer. And neither the card-punch operator nor the computer can see past the five-digit code number that is at the heart of the whole procedure, nor could they care less about individual needs.

One of the services a bookseller should perform is to follow up on the publishers. For the reasons just mentioned, this becomes more difficult all the time. The most frequent answer heard today is "We won't know anything about your order until it comes out of the computer." And this, considering the almost instant action of computers, can be a very long time. Conclusion: computerization, in the book business, is often just de-personalization. But if you are convinced that publishers are the only offenders, have you ever tried to order anything from the Government Printing Office?

Some of the functions of the bookseller have been mentioned or implied. Perhaps his most important function is one that is never observed. Most book purchasers and most booksellers are small in comparison with the publishing giants which have been created by mergers, computerization and the general trend toward bigness. Or maybe the term "monster" should be used instead of "giant", because a monster can be of any size. As they grow larger, or more computerized, publishers tend to become more difficult to do business with. Key Book Service has therefore made it a point to establish contact

with persons (not vice presidents!) in the publishing houses, to circumvent the extremely slow and inefficient service that some of them give. Although we have not always been successful -- in a business where for the customer and the bookseller the lowest common denominator is the particular book he wants and for the publisher the lowest common denominator is frequently one million dollars -- we have made some progress. We maintain a follow-up system to try to obtain action from slow or confused publishers, using two tie-lines to the New York City area, and as said, by trying to maintain personal contact in an industry that has moved about as close as you can get to complete automation.

It has not been our purpose to complain but rather to explain. We know of no sure cures for the problems that seem to plague most librarians and booksellers today. There is only one thing we can do to try to solve our mutual problems -- and that is to keep trying.

UNDERSTANDING - THE KEY TO BETTER BINDING SERVICE

by

Frank J. Jasek
Library Binding Company
Waco, Texas

Thank you for inviting me to speak to you this afternoon. I would like to say first of all, that our company is pleased to have the opportunity of binding the publications this year for the Department of the Interior and our aim is to please you with our service and workmanship, and I do hope my being here today will give us all a chance to ask and answer questions that may alleviate future problems.

Understanding is the key word to better binding service; therefore, the first thing I would like to do this afternoon, is to take you all on a tour through a book bindery by way of a 16mm film. This film was produced by the Library Binding Institute, of which we are a member, and will give you a very good insight into the world of bookbinding. Those of you who have never been in a bindery will see exactly what happens to your order of binding from the time it arrives in the receiving department until the books are shipped back to your library. If you have any questions concerning anything you see, I will be glad to try and answer them after the film is over. The film will last approximately 20 minutes, so sit back and relax. (20 minute 16mm. sound film).

As you saw on the film, books and magazines go through many operations before the finished product is achieved. I might add here, in each and every operation, the methods and materials used in the binding of books and magazine are all in strictest conformity with the specifications laid out by the Library Binding Institute. Incidentally, these same specifications are similar almost word for word, material for material, as the Government specifications and the specifications outlined by the Department of the Interior which we follow to the letter.

I know some of you may have questions concerning the film and procedures we go through getting material ready for the bindery and actually doing the work in the bindery, but before any questions, I would like you to refer to the packet which has been distributed to each of you. This packet contains a number of items which may clear up some of the questions even before they are asked. Each packet contains:

1. Binding slip (3 part form)
2. Xerox copy of binding slip (with instructions for filling in)
3. Color chart
4. Tissue rub form
5. Continuation sheet page 13 of contract (List of prices)
6. Two book catalogs
7. Pencil

I would like to start in your library assuming that you are now ready to send publications to us for binding. The first thing to do is to be sure the issues you want bound into volumes are complete and all in the order they are to be bound.

Binding slip: You would then write up or type a binding slip, similar to the slip I am holding and which you have in your packet. I have brought along National Geographic magazines of the same year and volume in the various stages of the binding operation to give you a general idea of how the material should be prepared for the bindery. On this xerox copy of the binding slip, which shows very clearly how each item is filled out on the binding slip, we have typed in the National Geographic. This could be any title you may have for binding. Your address on the binding slip is a good idea although not really necessary. The only reason this is a good idea is if the binding slip should be separated by some chance from the order, we would have no way of knowing to whom the slip belongs. It could be either hand stamped, typed, or written in the position as outlined on the xerox copy.

The next item is the volume number. In this case volume 134 Jan-June 1969.

If a call number is to be stamped on the spine of the volume, it should be written in the call number position in the space provided.

Should there be a library imprint desired, such as U.S. Department of the Interior, Geological Survey Department, it should be so marked in the space for the imprint.

The next item is the color number which is very important. You can see by the color chart we have a complete selection of colors. In the case of the National Geographic Magazine, I noticed they had used black, number 990.

In the special instructions space, we are told on this binding slip to supply the index. This open space on the binding slip can be used for any instructions such as: "map pocket, special sewing, or the January issue is missing, bind as is" or anything that you feel may help the bindery in binding your publication.

Down on the bottom of the binding slip, there are several boxes marked 1, 2, 3, 4, and so forth. These are here for the most often used instructions. For instance, if you want the ads bound in, you would mark number 1. If you want the ads out, you would mark number 2. If the indexes are to be bound at the front or the back you would mark the squares accordingly. All that is necessary on the bottom part of the binding slip is a check in the box to show what you want done.

After this is filled in, the next step is to let us know whether we are to match a previously bound volume. So far on this particular binding slip, you have told us to bind the volume in black, but if you have a previously bound volume you want matched, we would need a tissue rub showing the position of the lettering and the size of the type used. This tissue rub is made by placing the rub paper over the back (spine) of the volume as instructed on the side of the tissue and rubbing across the spine with a pencil. This will give you a rub such as the one I am holding. You might not think this is clear enough, but believe me it is all we need to match your copy perfectly. Complete the tissue rub by selecting the color and number of the binding and the color of lettering desired, gold, white, etc., and marking it in the spaces provided on the rub.

Now let us review, just once, what we have here. We know the volume is going to be bound in black buckram, stamped in gold, and the position of the lettering is to match the tissue rub which you have made. We know by the binding slip it will be stamped volume 134, Jan-June 1969 and you will have your library imprint stamped on the spine of the volume near the bottom edge because your general specifications told us you wanted the imprint, and also a copy of the imprint would be on the tissue rub. The ads of the volume are bound in because you asked for them on the binding slip. The volume is now ready for binding and should be tied like this. (Sample of tied volume ready for binding shown to the audience).

As instructed on the upper part of the binding slip, copies number 1 and 2 would go with the volume and copy number 3, which is the stiff copy would be retained by your library. The procedure in some libraries is to make a list of the volumes sent, keeping a copy for their own files and sending a copy to the bindery. Our bindery does not require a list but if this is a part of your procedure, by all means follow it.

I have given you the general guidelines for sending ordinary volumes to the bindery. After you go through this procedure with each of your volumes and titles, the volumes are ready for packing and shipping to the bindery. As many of your offices are scattered throughout the country, I cannot say at this point which is the

best method of shipping; however, I will say that I have noticed some of the offices have been packing their shipments in small cartons and sending them via parcel post. The larger shipments are being shipped to us prepaid by the most convenient trucking line in your city. Most truck lines interline with other lines that come directly to Waco, Texas. We also noticed some of your departments mail a purchase order directly to our office and send a copy of this purchase order with the shipment, which is a good idea.

Along with the other items in the packet, we have enclosed page number 13 of the continuation sheet which is the actual prices the Department of the Interior is being charged on this contract for the binding of their publications. I would like to go over these items briefly in case you are not familiar with some of the terms.

Item number 8 you will notice shows all volumes, regardless of size are priced the same. This simplifies making out your purchase orders. All you have to do is count the number of volumes at the per volume price and come up with the correct figure.

Up to this point I have not discussed paperback books and pamphlets so I would like to skip down to item number 9, which is charges for extra work. If possible all extra charges should be added to the purchase order.

The first item on the extra work list is for extra lines of lettering over 7. This is an item which does not come up very often. For instance, in the case of the National Geographic Magazine which we have been using as a guide, there are only 6 lines of lettering, 3 lines for the title and 3 lines for the volume, month and year. I will add at this point call numbers do not count as extra lines of lettering, and I will also say on contracts such as this, we ordinarily do not put gold lines on the top and bottom of the volume; however, if we are matching previously bound volumes which have gold lines either on the top or bottom or panel lines, these would be added as extra lines of lettering and should be figured when determining the amount of your purchase order.

Leather or stained labels is really another rare case. Most libraries do not use labels anymore and they are found mostly on older volumes and law books. When they are required there is an additional charge per label.

Hinges or plates are ordinarily used to set out maps and heavy plates where necessary. The hinges are made of paper or a light weight cloth, whichever is most suitable. Most publications

today are printed so there is enough sewing margin and hinges are not required, but when they are required naturally the the operation is done in our bindery and the charge is added to the invoice.

Periodicals over 2½ inches thick. I believe this item is self-explanatory; however, I might add if a periodical is 3 inches thick, you would be charged for the additional thickness.

Map pockets. When there are a good number of maps that have to be bound with the periodical, our procedure is to stub for the thickness necessary to accommodate the maps. A pocket is then made in the back of the volume and the map or maps refolded, if necessary, and placed in the pocket with the periodical.

Charge for extra time. When publications require excessive mending, pressing, folding of charts, and so forth, the time necessary to do the work is estimated and the material set aside until we have the approval of your library to do the extra work. We find this is also a rarity and as a rule does not come up too often.

I believe at this point I have covered most of the items that generally come up in the binding of publications of the type your Department usually send in for binding. I would now like to take a few minutes to talk about the paperback books and pamphlets which I understand is a new item in your contract this year.

I have brought along a few samples that are classified as either paperback books or pamphlet material. The thickness of such material, as per your contract, should not exceed 1½ inches in thickness or 12 inches in height. Without going into too much detail as to the process of binding such material, we will say it is classified as what is known in the trade as "perfect binding." Perfect bound material is not sewed but is glued with a strong durable vinyl adhesive which actually glues the inner tip of each page to the preceeding page, and so on, so when the book is completely glued it is a strong solid binding that gives long wear and does a very fine job at a low price. The cloth used for the cover is a heavy weight cloth in a light bright color so the stamping on the spine can be done in black lettering.

We should bear in mind at this point that because most of the pamphlets are very thin, the titles should be shortened just as much as possible. Incidentally, I saw a few of these come in our bindery the other day with very technical titles which looked like the first paragraph of the book, so I am assuming at this point our bindery had to abbreviate the titles in some way to get it on the spine. Not only was the title long, but the library

also asked to have a call number stamped and an imprint. What I am saying is please bear in mind we have only so much room to stamp lengthwise on a very narrow book, so keep your titles as short as possible.

In closing, I would like to say, our very last operation before packing and shipping the books to the library is inspection. We believe we have an outstanding quality control program in our bindery but if errors in lettering or binding should get through our inspection department and into your library, we want you to be assured our work is guaranteed and if you would be kind enough to return the volume to us it will be corrected without charge and returned to your library at the earliest possible date. If, by chance, you are ready to ship a second order, it may be just as easy to include the correction with your next order and it will be handled as a correction item without charge and returned with the order.

I do want to thank you for your kind attention, and now if you have any questions I will be glad to answer them for you. The sample copies of the book I brought along are up here for your inspection if you care to look them over.

Thank you.

NATURAL RESOURCES DIVISION
SPECIAL LIBRARIES ASSOCIATION

by

Miss Kay Collins, Librarian
Conservation Library Center
Denver Public Library

When you visited the Denver Public Library the other day I warned you that you were lucky that I didn't proselyte and try to convert you all to a conservation philosophy. I was very pleased to hear Mr. Red Arnold of the Bureau of Outdoor Recreation give you that speech at your luncheon yesterday. He said it much better than I ever could have. I hope that some of you take some of his suggestions and make the people with whom you work aware of some of the outside ramifications of their work in natural resources. But I did come here today to try to persuade you to join the Special Libraries Association and their Natural Resources Division.

Background of the Division

The idea of a subject division within the Special Libraries Association (SLA) is not a new one. It had been tried before, but unsuccessfully. The forestry librarians had tried to organize a division earlier, but had been unsuccessful. The subject fields tried before were too narrow to draw enough support.

Two years ago, just after I left library school, I attended the National Conference of SLA in New York. At that time I could not find a subject division to suit my needs. There was ample information both at the conference and in the literature to keep me happy. I wanted to find a group that could help me with the subject matter I was dealing with.

The Biological Sciences Division was comprised mostly of Medical Librarians and this left some members of that division who would be interested in a Natural Resources Division. So, since I didn't like the way the game was being played, I decided to start my own.

Formation of the Division

Before the 1968 meeting in Los Angeles I sent out a letter asking for indications of support or comments on the formation of a new

division. There was enough support so that I had an organization meeting at the Conference. The discussion there centered on what the name of the division would be and thus what its subject boundaries would be. It was decided to include all the natural resources as a subject field and to include all of its aspects, social and technical. A temporary set of officers was elected, including Logan Cowgill as president, and Elaine Rosenthal as secretary. These two people did a great job of organizing the division and recruiting people. It has been a pleasure to know and work with them.

At the mid-winter meeting of SLA in Syracuse a petition with 100 signatures was presented to the Executive Board and the Natural Resources Division given an official birth certificate. The first business meeting was held at the 1969 Annual Conference in Montreal. At this time it was decided that the Newsletter of the Division should be the main stress of the division in order to get into print the objectives of the division. It would also be good enough to possibly sell and try to make money and recruits for the group. This is in the editing process at this time.

Purpose of Division

The most important part about the division is its reason for existence. In this world of exploding information, one library cannot do all of the work necessary to keep up with a subject, especially one like natural resources. Libraries must cooperate to make the fullest use of available talent and resources. We must draw upon the resources of others and refer patrons to available information sources. Many reference tools are needed. Techniques of handling information can be shared. I am sure that you have all heard it many times, but the saying is true: Librarians cannot afford to sit in their own quiet libraries and either guard their material or not associate with the outside world. What is going on in the information field is exciting, and much of it is being done by non-librarians to meet a demand that libraries and librarians have failed to meet. By joining an organization like SLA and, of course, the Natural Resources Division, you become aware of new techniques, new systems, new tools, and new subject information.

Personally, it is this last that creates the most excitement for me. Even though I have only been out of school a few years, I feel old and left out. So much has happened in the last few years. Not only in the natural resource fields, but in related fields. A craving to learn is beginning to gnaw at me more and more. To be a good librarian I need to know my subject field. Every librarian does.

You as a librarian have a duty to know what is going on in your subject field and in related fields. As Red Arnold pointed out to you, there is a crying need for generalists to help coordinate specialists and teach them and make them aware of important happenings outside their realm of interest.

As an example, I will use my favorite subject, conservation. Citizen conservationists are no longer just a group of little old ladies in tennis shoes who run out and lay down in front of the bulldozer blade to save their favorite little tree. They are beginning to organize themselves into large groups with political sophistication to rally public support and influence legislation. The fight over the Grand Canyon Dams is only one such example. Many of those involved also have developed expertise in subject fields such as ecology and landscape architecture. The power of legal action is also being exercised. The scientists for whom many of you work are not always aware of some of the ramifications of their research and experimentation. It is your duty to keep them informed as much as possible. I am fairly safe in saying that if you could supply your patrons with the information that will keep them from having a law suit slapped against them, they will be more than grateful. Cooperation and coordination are called for and you as a librarian are in a unique position to help teach and inform people.

Hopefully, the Natural Resources Division will help to supply you with information about other libraries, techniques and events to make you a more effective natural resources librarian.

SUMMATION FROM THE FIELD

by

Janet B. Talbot
Bureau of Reclamation
Denver, Colorado

"WHAT CAN WE BUILD IF WE WORK TOGETHER?" I am borrowing this quotation from U Thant of the United Nations, because I believe it describes the purpose and theme of the Fourth Departmental Library Workshop. We must build an Integrated Library System.

I shall summarize the highlights of some of the presentations and also review how our workshop helped us toward that goal -- with the exchange of new ideas, plans and expert knowledge.

Our first speaker, Dr. Daniel M. Ogden, Jr., from Colorado State University, pointed out that there should be closer coordination between our government and University Libraries. The exchange of materials, which would mean more use of interlibrary loan, would aid the undergraduates and graduates and is a most important first step toward building together.

Mr. John R. Garnett, of the Office of Personnel Management, Interior Department, discussed the various Interior Libraries and the legislation in 1849 calling for a library for "The Mother of Departments" -- Interior. After a brief history of library services of the Department and of the consolidation of 10 separate operating libraries in 1949, Mr. Garnett told us of Interior careers and career concepts. He stated that the old line agencies are more dynamic than ever before, since management is helping the librarians get launched into a new concept of ideas and making the possibility of library work move and change into information work. There are more opportunities for the librarians, provided they are prepared before a program is instituted, as they are the advance guards for varied water resources programs. Management says to use the training programs. The longer we work together, everyone can benefit - not just one segment. Indeed there is a bright future for librarians, and Mr. Garnett's excellent views and suggestions on career development were well received.

According to David Crown, the "Preliminary Union List of Serials" is in need of up-dating. There are many errors, omissions, duplicate titles and perhaps some deletions to be made. There is confusion with regard to certain entries. Clarification of definitions of "serial", "series", and "see reference" is definitely

needed. The question of showing the "Holdings" was brought up, but that will have to come later, as it is an arduous task of at least one year to make these necessary corrections first. Mr. Crown expressed the view that everone participate and give his utmost assistance in making this a valuable tool for our patrons and all of us. In spite of the confusion, we have taken another step forward in working together for better library service.

Another outstanding topic was discussed by Mr. Bromberg - the "Intern Program", of training projects for the field. This program is only a vision, but after the participants give some evaluations or alternatives of what is needed, a beneficial program will be developed. The Intern Program is still another step toward the network we have been talking about, the Integrated Library System. Enthusiastic response was noted to this program.

"Three characters in search of an author" - that is what Frederic Murray, Suzanne Mayer and Mr. Garnett said, when they discussed library personnel policies. Response from the participants was slow, primarily because this was something new to most of them as some had never participated in the selection of applicants. However, most of them felt that exposure to this personnel policy will be rewarded later on.

Mr. Warren McBirney's talk on library finances for an information activity, stressed that the fiscal management of such an activity includes getting the funds as well as putting them to the best use. He stated this should be done by the use of cost accounts, cost summary reports and trend charts. There are always changing professional needs and the mission of the agency is also changing, so you must know the people you serve and keep current in order to carefully plan and administer an information activity. Frederic Murray also spoke on library finances and presented a suggestion of how the small library might increase its budget by doing "Special Services". The funding could come from another departmental bureau but the library would provide the work, usually done by a part-time student and supervised by a professional librarian. He concluded by saying publications can be sold and charges made for Xeroxing or other photocopy work for the outside customers.

Of great interest was the explanation of the "Special Reference Collections" in the Departmental Library by Ruth Rehfus. Field libraries also have special collections, so a survey is being made in order to publish and distribute in early 1970 a working document of "Special Collection Directory".

Other areas discussed were Defense Documentation Center, the need for a Departmental-Wide Translation Awareness System, Book Acquisition and Binding, as well as a report by Kay Collins about the new Natural Resources Division of Special Libraries Association.

We were honored to have as our closing speaker, Honorable George E. Robinson, Deputy Assistant Secretary for Administration, Department of the Interior. He emphasized that the administration strongly endorses our workshops and that library services are high on administration priority. The library staff and facilities are always there to serve the people.

I have digressed too long on presentations given because more importantly I would like to report your evaluation of the subject areas thought to be most worthwhile. Based on an informal questionnaire and my discussions with you, the outstanding and most worthwhile feature was "The Problems of the Small Library", covered by Sophie Hirtz for reference and circulation; Deborah Andersen for acquisitions/binding, and Thomas J. Whitby on cataloging and classification. In view of the popularity of this theme, perhaps a full day could be devoted to these problems in future workshops.

A close second for an outstanding feature appeared to be the "Subject Group Meetings". It was felt because the groups were small the participants felt freer to talk and to discuss mutual problems. The subject meetings were chaired by Sam Shepard, Dan Gittings, Lorene Fuller, Ruth Rehfus, and Ray Reese.

Of great interest noted was the report on "Reclamation's SDI System"--Selective Dissemination of Information of Current Awareness Program given by William T. Waterhouse. The Bureau of Reclamation attacked the information explosion in 1962 in the Chief Engineer's Office, forming the Office of Engineering Reference, to be designated as an information center for the entire Bureau of Reclamation. Mr. Waterhouse explained how the Selective Dissemination of Information System operates, naming five things needed to accomplish this: 1. Interest profiles expressing the area of interest of individual users or groups of users; 2. A key word or indexing term vocabulary; 3. An input of properly indexed documents; 4. A method of dissemination and 5. A feedback for evaluation of the system. Reclamation's Information Retrieval System has been undergoing constant revision, but Mr. Waterhouse said the SDI System and the Computer can help the information scientist, the reference librarian, and the user attack the information explosion.

I cannot omit on the "Plus" side the value of tours taken at the Federal Center. Numerous commendatory comments were heard about the tours of the Geological Survey Library and Facilities, and the Bureau of Reclamation Library and Laboratory.

There was some indication that subject areas only partially covered or not covered at all in this workshop should be considered for inclusion in future workshops. They are the following:

1. Solution of problems that are unique to the Bureau of Indian Affairs participants.

2. Professional assistance in cataloging and classifying books, as over 50% of the field participants need this professional assistance and training.

3. More information and guidance on library budget, finance, translations and interlibrary loans.

4. A final suggestion that might help the small library would be to set up a clearinghouse of surplus library items and where to obtain them could be made known to all the departmental libraries and they could request items needed, on a first-come first-served basis. Perhaps this listing could be published in the Departmental Library Newsletter. This plan would help the budget in many instances.

Our workshops are stronger, evidenced by the strong field participation and interest in "The Problems of the Small Library". When the Intern Program is launched, this may be the answer since many in the field have a keen interest in this program and anticipate a great deal of assistance from it.

Many problems were presented, but there was some comment to the effect that TIME did not permit enough answers or solutions to the problems. A suggestion from the floor was made to add one or two evening meetings to the next workshop agenda in order to cover more "solutions to problems". Another solution might be continuing education in the form of on the job training and the setting up of more classroom type instruction for better participation, which would mean fewer topics but more time for answers and solutions.

In closing, I could not possibly name and individually thank, on behalf of the field librarians, all of those whose efforts and contributions have made this workshop a success. There have been new friendships formed and new contacts made between technicians and professionals. From the 1969 Departmental Library Workshop came a sharing of knowledge - to better serve our patrons and the Department.

SUMMATION FROM THE DEPARTMENT

by

Mr. Erik Bromberg
Director of Library Services
Washington, D.C.

I think we all realize that our Denver hosts have gone to a great deal of effort to service the Workshop. All of us, at some time or another, have served as a program chairman or on an arrangements committee and we know and appreciate the considerable amount of work required in constructing a good week-long meeting. Thank you Denver for an outstanding Workshop, thanks especially to Warren McBirney and Henry James. Although sometimes in the foreground, you have mostly been in the background seeing that all the pieces fit together just when needed. In two hours you, and my thoroughly exhausted Administrative Assistant, Selma Sandness, may drop the curtain on the first Interior Library Workshop to be held out of Washington; take off your shoes, sit loose, and enjoy the self satisfaction of a well done job.

As we said on the opening day we will continue to alternate our workshops between Washington and the field, different bureaus will serve as hosts and your involvement in both planning and carrying out the workshops will grow.

Trudy Schalow, Sophie Hirtz, Debbie Andersen and Tom Whitby gave us the kind of vigorous, relevant, professional performance Tuesday that is just an example of the knowledge, talent, and ability in the field that we must tap.

Generally, the most evident difference between this workshop and previous ones is the positivism that we have begun to feel. The awareness that is finally seeping through to us that we belong to each other, that we have much in common, including identical birthdays, that the most remote one-man, part-time operation cannot be separated from the total information requirements of the Department of the Interior at the most crucial time in its history. Our knowing this, and our awareness of both our relationship and our need require our response. We have to think big. We have to think of each other.

Perhaps we would have been better off if we had restricted our group meetings to answering your particular library process problems, paying more attention to individual mechanics, saving our large meetings for the general subject specializations.

We know now that a library in the Bureau of Sport Fisheries and Wildlife can have similar problems to one in the Bureau of Mines, whether it be one of acquisition, cataloging, budget, training, or what have you. Next time we may take this approach.

It has become obvious that we must see more of each other. It could be that our librarians must travel more, spending time with you settling mutual problems. There can be no doubt that you must spend more time with us at the Departmental Library. And here we mean both supporting each others' operations and needs and training and informing.

Most apparent, we need to sell ourselves, to our bosses, to our clients, to our outside associate libraries. And here again we need to work together. You can be sure that we will spend some time on this subject next year.

Most essential, if we are to respond to the need for our service, we must do it as a cooperative network. A network in which there is no room for apathy or negativism. A network in which information is not only traded from one library to another, but also continuous personal contact. We must know what the rest of us are doing. For example, on Monday I offered some training alternatives. Respond to them. But realize that mine are not the only ideas. Give us yours, tell us what you want, where you have succeeded, so we can help. So we can spread the word from Washington. Help the Ad Hoc Committee on "Stuff". Give us positive criticism, or applause if merited, on the services we provide you. There are at least 70 of us. We have started relating this week. Let's keep it up.

One concluding consideration. I suggest that each of you, whether required or not, write a trip report to your station administrator giving your reaction to the Workshop. Attach the list of attendees, copies of the schedule, let him know it was important to you and to him. Sell.

Soon you will get copies of the Proceedings. Immediately, we will start planning 1970's workshop, based on your comments, recommendations, and suggestions. In 1971 one of you will be the host.

CLOSING ADDRESS

by

George E. Robinson
Deputy Assistant Secretary for Administration
U.S. Department of the Interior
Washington, D.C.

It hardly seems possible that only one year ago I was with this group and we talked about whether or not these conclaves were worthwhile -- what were we trying to accomplish when we had them. With affirmative answers to those two questions - then, where should we have them - and how often should we have them? I suggested then that we collect annually - (there is an old adage or 'folk song' which goes -- "another year older - what do you get - another year older - deeper in debt!")

I do wish I had had a place on the program earlier, before you had been lectured at and discussed with until you were blue in the face. My good friends Dan Ogden, John Garnett and Red Arnold pre-empted me.

Actually I am here only through the good graces and misfortune of the Assistant Secretary for Administration, Lawrence H. Dunn. Very shortly after he entered on duty I told him of the plans for this workshop, and hoped he would have no objections that we proceed as planned. Not only did he urge we go - go - go, but that he would like to participate. That was early in his career before he found out that his schedule must conform to that of Secretary Hickel. He sends his very best to you, and as I am sure Erik has already attested, his full support to your individual and collective efforts.

I am not going to try and give a speech on behalf of or for Secretary Dunn. I am here and you must listen to <u>my</u> speech.

In spite of "another year older", I do get deeper in debt figuratively to the supporting services within the Department of the Interior, and library services I count high on my list of priorities (after fiscal office gives me my paycheck!). I do this primarily out of a strong personal, rather than organizational commitment. Library services cannot exist in and of themselves. We don't have a library in the Interior building for the (sole) purpose that it is a good showplace for visitors (which it is), like the museum, the craft shop, etc. Our Library, its staff and secondly, its facilities, are there for one purpose only, to help every employee of the Department of the Interior do his job better. A platitude,

sure, but no matter how dull, trite, insipid, or overworked, it is a fact.

We do this in many ways. We spark an interest; we provide a needed fact; we supplement existing knowledge; we provide the support for a policy decision; and yes, we even make policy when our knowledge may be superior to those of our inquisitor.

I am not here to philosophize. On that each of you could give me some direction. Let me dwell for a moment on what is happening.

I am not really a facts' and figures' person and I don't expect you to be, but let me give you some grosses which are germane to your job and mine:

- employment in the Department of the Interior has increased 43 percent in the last 10 years (Federal Government 25 percent);

- the largest proportion of this increase has been in the East and Southwest;

- we have employees in over 1800 geographic locations;

- the program areas of fish, wildlife, parks, water pollution, are growing, while power and minerals remain more static;

- our new exploding occupational and vocational areas, urban planning, sociology, psychology, operations research, ecology, mathematics;

- the single and unique role of Interior in recreation;

- the economic and educational problems of Indians (Bureau of Indian Affairs fastest growing? ? ?);

- the increasing necessity for ecological, whole-environment people, the generalists rather than the specialist, to solve such Interior programs as pesticides, preservation of endangered species, farming the seas, earth-orbiting satellites to map natural resources data, oceanographic mineral exploration, atmospheric weather modification, the byproducts of our desalinization program.

You may be interested - yesterday morning I went to each of the program Assistant Secretaries and asked them "What is your highest priority program?" I told them I would be speaking to the Department's librarians today and that you would be deeply interested in knowing what your secretarial officers wanted to do during their terms of service.

First I went to see Assistant Secretary Dole. He sat back, feet on his desk and said that his first priority was the development of a national minerals policy. You see, the minerals industry has really been taking a beating lately on the issues of tax depletion allowances, general environmental pollution, and of course the Santa Barbara tragedy. What must also be done, he said, is to develop a better public and congressional awareness of the need for a strong minerals industry. But Secretary Dole's second point was that of education. The industry has become a self-centered one and needs new manpower, which it is not getting, largely because of the beating the industry is taking and the lack of awareness of the need for the industry. Courses in the trade and mineral resources should be available in community colleges near the resource areas, research centers need to be established in colleges and universities. Finally, Secretary Dole hoped to move on the problem of reclamation of scrap, autos and solid waste disposal.

The Assistant Secretary for Water Quality and Research, Carl Klein, sees an overwhelming need to get away from a purely water-oriented outlook to one that encompasses the entire total environment.

Assistant Secretary Smith, the Assistant Secretary for Water and Power Development wants to look at the basic issue of what is the Federal Government's role in power marketing, not from the old argument of public versus private power, but from the position of which affords the greater economies to the power users.

Assistant Secretary Glasgow, our Assistant Secretary for Fish and Wildlife, Parks, and Marine Resources is an imaginative and exciting man. He wants to re-examine the Udall philosophy of multiple use on park lands. Assistant Secretary Glasgow believes that problems of population and urban environment demand a liberalization of park land uses, lengthened seasons, conversion of park usage to a nearly total recreational base. His is a new voice that follows Secretary Hickel in the knowledge that more urban park areas are required as releases and escapes from the growing pressures of big-city life. He looks at his Fish and Wildlife bureaus and says that the Bureau of Sport Fisheries and Wildlife should be acquiring land to perpetuate our waterfowl resources. He says that the multiple use philosophy can be applied to many of the Bureau's refuges without damage or harm to the refuge's principal purpose of wildlife protection and preservation. He wants to begin to acquire unique ecological areas such as the Louisiana cypress swamp for preservation. And he told me to tell you that at the University of Louisiana there is a new Natural Sciences Library, and they will tell you down at the University that that is Leslie Glasgow's library, that he knows what you are doing, and that he knows of the very acute need for literature based information to support our environmental mission. Finally, Assistant Secretary

Glasgow hopes to make the American fishermen more competitive in the world fisheries industry.

Assistant Secretary Loesch, the Assistant Secretary for Public Land Management is responsible for a real conglomerate, Territories, Indians, Public Lands, Outdoor Recreation. Yet, he too, looks at each program as an element within the total environment.

This gets me back to my philosophizing. You must speak up, get up, bring up, back up, dig up, etc.

I know John Garnett talked to you about this basket we are all in together. He talked to you in terms of your own personal career development. Leaving you personally for a minute, I'll talk about the same basket, but in a different context. I have been convinced for several years of moving toward a National Library. I have listened to the arguments both pro and con, and some of my best friends are my enemies on this subject. I look at it in terms of the Bureau of the Budget examiners. More importantly, I look at it in terms of the Chairman of our Appropriations Committee. But beyond that I look upon it as a profoundly sound way to manage our scarce and priceless resources.

If you are not with me, I want to know it. If I am on a collision course I want to know my "collidants." Now when my secretary typed this up she let me know that there was no such word. Well I knew that and you know that, but do you get the point? We have had trouble with the union serial list this year, but we are still ahead of last year (and deeper in debt). I am not out to destroy anyone, my objective is to provide our library services to the duplicating equipment operator and to the Science Adviser. That service should not be denied him simply because it is in a building 'across the street' and was purchased with Federal funds for a specific purpose.

I must not close without paying tribute to the new children of our Washington parents - The Environmental Awareness Reading List, and Population Trends and Environmental Policy.

We are embarking on a project this fall - which needs your full support - a task force to get a complete picture of total library operations, staffing, budgeting, priorities, user needs, interrelationships, organization. Our aim: to develop short and long range corrective efforts and plans. I hope we can count on you.

How about that? I have not talked about fiscal restraints or employment ceilings.

A P P E N D I X

BIOGRAPHICAL SKETCHES OF SPEAKERS

1969 Departmental Library Workshop

ANDERSEN, Mrs. Deborah Eaton. Librarian, Sport Fisheries and Wildlife, Denver Federal Center, since 1968. B. A., University of Denver, 1967. M.L.S., University of Denver, Graduate School of Librarianship, 1968. Prior to present position spent three years as a library assistant, University of Denver Libraries, Periodicals and Reference. Member of Special Libraries Association.

ARNOLD, Maurice D. First joined the Department of the Interior in 1951 as a trainee in the Department's Management Training Program. After that he served with the Bureau of Indian Affairs in several Indian agencies in Washington and Oregon as a Staff Assistant in the Commissioner's Office in Washington, D. C. He joined the Bureau of Outdoor Recreation about 4 years ago as Chief of the Division of Grants-in-Aid in Washington, D. C., and became Regional Director of the Mid-Continent Regional Office in 1966. In addition to his duties as Regional Director, he is also a member of the Bureau's Nationwide Plan staff.

Other experience includes work as a Management Analyst with the National Institutes of Health and as Chief of Operations Branch, Grants and Training, National Cancer Institute. He has also conducted several economic studies and served as a writer and editor of several publications.

Mr. Arnold is a native of Norfork, Arkansas. He graduated from Whitman College, Walla Walla, Washington, with an A.B. Degree in Economics; from Syracuse University's Maxwell School of Citizenship and Public Affairs with a Master's Degree in Public Administration; and from Southeastern University, Washington, D.C., with a degree in Accounting. He now resides in Denver, Colorado, is married and has two teer aged daughters.

BROMBERG, Erik I. Director, Office of Library Services, Department of the Interior, Washington, D. C. Education: B.A., B. Sc. in Ed., M.A., Ohio State; B.S. in Library Science, University of Washington. Employment: Teacher, Wymore High School, Nebraska; Training Officer, U.S. Veterans Administration, Seattle, Washington; Documents Cataloger and Reference Assistant, Washington State Library; Librarian, Technical Library, Puget Sound Naval Shipyard, Bremerton, Washington; Librarian, Bonneville Power Administration, Portland, Oregon; Instructor, Graduate Library School, University of Portland. Has served in present position since January 1967. Military: Sergeant-Major in U.S.Army 1941-1945. Publications:

Author of articles on Bibliography, Library Mechanization, Library Education and Frontier Humor. Memberships: Phi Beta Kappa and Special Libraries Association.

COLLINS, Miss Kay. Librarian, Conservation Library Center, Denver Public Library. B.A., M.A., in history from the University of New Mexico. M.A., in library science from the University of Denver. (Research grant from Resources for the Future, Inc., to specialize in natural resources and conservation librarianship.) While attending school, worked in the University of New Mexico Library and the Sandia Corporation Technical Library.

CROWN, David. Digital Computer Systems Analyst. Joined the Departmental Library staff in October 1968 in this capacity. Born in Chevy Chase, Maryland. Grew up and went to school in suburban Maryland. Served three years in the U.S. Navy. Past experience includes; Office of Quartermaster General, Washington; Bureau of Supplies and Accounts, Advance Bases Logistics Planning, Washington; Personnel Accounting, Pearl Harbor; Bureau of Naval Personnel in the capacities of Machine Operations Section, Tabulating Project Planner, Equipment Application Analyst, Computer Programmer Supervisor. Prior to coming to the Library he was Digital Computer Systems Analyst at N.A.S.A. and also in the immediate Office of the Secretary of the Interior.

FULLER, Mrs. J. Lorene. Librarian, Robert S. Kerr Water Research Center, Ada, Oklahoma. B.A., East Central State College, Ada, Oklahoma. M.S. in Library Science, University of Oklahoma. Worked in private industry in several different fields before coming to present position.

GARNETT, John R. Assistant Director for Personnel, Office of the Assistant Secretary for Administration, U.S. Department of the Interior. B.S. Degree from the University of Virginia in 1936; 30 years of Federal Government Service as: Rodman, Coast and Geodetic Survey; Statistical Clerk, Census Bureau; Regional Personnel Officer and Bureau Employment Officer, U.S. Department of Agriculture; Chief, Recruitment Branch, State Department; served as Naval Officer in World War II; and Chief, Division of Employment and Training, Department of the Interior. Has been with the Department of the Interior for the last 15 years.

GITTINGS, Dan. Born in San Diego, California. He received his undergraduate training in San Diego and spent a number of years in the U. S. Army prior to college training. B. A. in Economics in 1949 from San Diego State College. M.S. in Library Science in 1950 from the University of Southern California. He worked for the Los Angeles County Library for two years and for the California State Department of Mental Hygiene for two years. He then

joined the California Department of Fish and Game and reorganized their fish and game library at Sacramento. He joined the staff of the Alaska Department of Fisheries in June, 1955, as Research Librarian. From 1964 to 1965 he was located at the Auke Bay Biological Laboratory and has been in his present position at La Jolla since 1965.

HIRTZ, Mrs. Sophie. Since July 1962 has been in present position at Bureau of Reclamation Library, Region 2, Sacramento, California B.A. in Sociology from University of Southern California in 1941. Prior experience includes California State Compensation Insurance Fund as a claims examiner from 1941-1942; employment with a private insurance company, 1942-1943; and Branch Librarian, Sacramento County Library, 1955-1962.

JASEK, Frank J. Born in Wisconsin, educated in the suburbs of Chicago and majored in Industrial Engineering at Northwestern University. Worked in the family bindery in Omaha, Nebraska during the summers of his high school years and this was the beginning of many years of binding experience that includes fine leather binding, hand tooling, loose leaf and embossing.

During World War II, Mr. Jasek worked for the Government at the Western Electric Company, specializing in air borne radar and returned to his chosen profession of bookbinding immediately thereafter. Moving to Waco, Texas in 1949 to manage Library Binding Company, he purchased the company in 1956 and has been the sole owner ever since. Under his leadership, the company has expanded its volume of business from 10,000 to 500,000 books and magazines per year and is the largest bindery in the southwest and classed as one of the larger binderies in the country specializing in library binding.

Mr. Jasek is married, has three sons, two of whom are associated with the company and one a senior in college.

MAYER, Miss Suzanne. Chief, Accession Services Division, Office of Library Services, U. S. Department of the Interior. B.A., University of Cincinnati in 1961; M.L.S., University of Portland, 1963. In 1963-1964 was librarian, Oregon State Board of Health; 1964-1967, Assistant Librarian, Bonneville Power Administration; 1967-1968, Administrative Librarian, Federal Water Pollution Control Administration, and immediately prior to present position she was Chief, Bibliography Branch, Office of Library Services.

McBIRNEY, Warren B. Chief, Office of Engineering Reference, Bureau of Reclamation, Denver, Colorado.

Mr. McBirney joined the Bureau of Reclamation in 1942 and worked until 1948 in a subprofessional capacity on preconstruction

activities at field sites. Following graduation from the University of Colorado in 1949 with a Master's degree in Civil Engineering, he performed hydraulic research on model and prototype structures as a member of the Division of Research, Office of Chief Engineer. From 1960 to 1965 Mr. McBirney served as Research Coordinator with administrative surveillance over Reclamation's research program in the Office of Chief Engineer and the 17 Western States.

In 1965 he became Chief, Office of Engineering Reference, an organization responsible for providing scientific information dissemination, storage, and retrieval services, as well as full library services, throughout the Bureau. This office operates a computerized information system offering individualized Selective Dissemination of Information and retrieval activities to over 2,200 engineers and scientists.

He is author of a number of articles on hydraulic research and scientific information activities. He is a registered professional engineer in the State of Colorado, and is a member of the American Society of Civil Engineers, International Association for Hydraulic Research, and American Society for Information Science.

MURRAY, Frederic E. Assistant to the Director, Office of Library Services, U. S. Department of the Interior. Born in San Diego, California. Graduate of St. Mary's High School, Berkeley, California; B. S. - University of San Francisco. Also attended the University of California, George Washington University, Department of the Interior 16th Management Training Program and U.S. Army Artillery School. Served in the U.S. Army 1954-1956. From 1956 to 1961 he was with the Pacific Telephone and Telegraph Company, Riverside, California; 1962-1964 with the Bureau of Land Management as a Land Law Examiner. He has been with the Department of the Interior since 1965, first as Staff Assistant to the Director of Management Operations and since February 1968 as Assistant to the Director of Library Services.

OGDEN, Dr. Daniel M., Jr. Dean of the College of Humanities and Social Sciences, Colorado State University. Ph.D., University of Chicago, 1949, in Political Science. Political Science Faculty, Washington State University, 1949-1961. U.S. Department of the Interior, 1961-1968, Staff Assistant, Resources Program Staff; Assistant Director, Bureau of Outdoor Recreation; Director of Budget. Publications: Electing the President (with A.L. Peterson, 1968); American National Government, 6th ed., (as an associate of C.O. Johnson, 1964). Special Consultant to the Chairman, Democratic National Committee, 1960-1961. Memberships: Phi Beta Kappa; Phi Kappa Phi; Sigma Delta Chi.

REHFUS, Mrs. Ruth. Reference Librarian, Office of Library Services, U.S. Department of the Interior, Washington, D. C. Native of Cleveland, Ohio. B.A. - Otterbein College, Westerville, Ohio; M.L.S. - Kent State University, Kent, Ohio. Library Aide, Cleveland Public Library; Intermediate Clerk, San Diego City Schools; Graduate Assistant, School of Library Science, Kent State University. Memberships: American Library Association and Special Libraries Association. Honors: Who's Who in American College and Universities, National Honorary Romance Language Fraternity.

REESE, Ray D. Librarian for the Bureau of Indian Affairs at the Instructional Service Center, Brigham City, Utah. B.S., Utah State University; M.S., Brigham Young University 1960. He has taught mathematics and has been a librarian for seven years in Utah public high schools. He spent three years in the Tongen Islands as a librarian and vice principal and has been a librarian on Utah State University staff for one year. He has also worked for one year as an electronics engineer for Thiokol Chemical Corporation and is a four year Navy veteran. He is married, has four children, and lives in Brigham City.

ROBINSON, George E. Born at Fort Worth, Texas. He has served as Assistant to the Assistant Secretary for Administration and Deputy Assistant Secretary for Administration in the Department of the Interior since July 26, 1954. He began his Federal career as Interior's Placement Control Officer on February 16, 1953, and served in that capacity until July 1954. Prior to his appointment with Interior he served as Deputy Director of the Oregon State Civil Service Commission. Mr. Robinson was a teacher of Social Science and English with the public schools in Hood River and Corvallis, Oregon, prior to his service in the U.S. Army from 1943 to 1946. Education: B.S. from the University of Oregon 1939. He is married, has two children, and resides in Arlington, Virginia.

SHEPARD, Samuel P. Prior to becoming librarian for the Bureau of Mines in Denver, Mr. Shepard was with both the Bureau of Reclamation and the Geological Survey.

SOMMER, William R. Lieutenant Colonel, USAF. USAF Research and Development Liaison Officer, Office of Customer Relations, Defense Documentation Center, Defense Supply Agency, Cameron Station, Alexandria, Virginia. Born in Pittsburgh, Pennsylvania. Education: Duquesne University, Pittsburgh, Pennsylvania, B.S. in Chemistry 1951; University of Southern California, University Park, Los Angeles, California, M.B.A. (R & D Management) 1965. Past positions: Korea, 1953, highest position held was Flight Commander, flew 60 Combat Missions; Edwards Air Force Base, Edwards, California, 1954-1958. Assigned to the Experimental

Rocket Engine Test Laboratory; Space Systems Division, AFSC, Los Angeles, California 1959-1963, assigned to the Mercury Atlas Program Office; Air Force Institute of Technology, Wright-Patterson AFB, Ohio, 1963-1965; Tactical Air Warfare Center, TAC, Elgin Air Force Base, Florida, 1965-1967, assigned as a Research and Development Director. Decorations: Distinguished Flying Cross, Air Medal with One Oak Leaf Cluster, Republic of Korea Presidential Unit Citation; Air Force Commendation Medal. He is married and the father of two sons and two daughters.

TALBOT, Mrs. Janet B. Bureau of Reclamation Library, Denver, Colorado since 1961. From 1956 to 1961 with Office of Library Services, Washington, D. C. B.A. University of Wyoming, 1937. Member of Special Libraries Association.

WATERHOUSE, William T. Registered Professional Engineer and Land Surveyor; Fellow, American Society of Civil Engineers; Member, Society of American Military Engineers; Member, American Society for Information Science. B.A. and M.A., University of Illinois (Mathematics), BSCE, University of Colorado (Civil Engineering). Experience: 1933-1942, U.S. Army Corps of Engineers, Civil Works Construction; 1942-1946, Officer, Corps of Engineers, U.S. Army; 1946-1964, General Engineer and Estimator, Office of Chief Engineer, Bureau of Reclamation, Denver; 1964-1969, Chief, Technical Evaluation Branch, Office of Engineering Reference, Office of Chief Engineer, Bureau of Reclamation, Denver, Colorado.

WHITBY, Thomas J. Associate Professor, University of Denver, Graduate School of Librarianship. Education: University of Chicago, Graduate School of Librarianship, M.L.S., 1951. Past experience: Cataloger, Library of Congress, Washington, D.C. for five years; Director of Metals Information, Olin Mathieson Chemical Corporation, New Haven, Connecticut, 2 years; Chief Librarian, Martin Marietta Corp., Littleton, Colorado, 5 years. Member of Special Libraries Association.

LIST OF PARTICIPANTS

Office of Library Services, Washington, D. C.

Bromberg, Erik	Director
Crown, David L.	Computer Systems Analyst
Mason, Lawrence N.	Staff Assistant
Mayer, Suzanne	Chief, Accession Services Division
Murray, Frederic E.	Assistant to the Director
Rehfus, Ruth O.	Reference Librarian
Sandness, Selma	Staff Assistant

Bureau of Sport Fisheries and Wildlife

Andersen, Deborah E.	Denver, Colorado
Broderson, Sandra	Twin Cities, Minnesota
Handwerk, Paul S.	Washington, D. C.
Herrman, Helen	Highlands, New Jersey
Schatz, Elaine J.	Jamestown, North Dakota
Schnik, Mrs. Ronald	La Crosse, Wisconsin
Wright, Florence T.	Kearneysville, West Virginia

Bureau of Indian Affairs

Allen, Inez	Philadelphia, Mississippi
Chappelle, Margaret	Albuquerque, New Mexico
Dean, Barbara	Teec Nos Pos, Arizona
Duncan, Ethel L.	Chemawa, Oregon
Dunn, Elizabeth K.	Lawrence, Kansas
Haley, Wilda M.	Many Farms, Arizona
Hall, Charlotte	Mandaree, North Dakota
Kriger, Eva M.	Juneau, Alaska
Loudermilk, Dolores J.	Ft. Wingate, New Mexico
Montgomery, Alline	Chilocco, Oklahoma
Morrow, Marian	Pine Ridge, South Dakota
Moser, Zack	Phoenix, Arizona
Mudd, Isabelle	Kotzebu, Alaska
Muse, Mary Jo	Tohatchi, New Mexico
Reese, Ray D.	Brigham City, Utah
Robertson, Jennie	Flandreau, South Dakota
Ryll, A.N.	Wrangell, Alaska
Vann, Martha M.	Tahlequal, Oklahoma
Walker, Melveta	Tuba City, Arizona
Warren, Mary E.	Stewart, Nevada

Bureau of Reclamation

Bell, Virginia	Denver, Colorado
Bernard, Martha C.	Denver, Colorado
Gordon, Robert	Denver, Colorado
Hirtz, Sophie	Sacramento, California
James, Henry C.	Denver, Colorado
Long, Irene	Denver, Colorado
Lopez, Richard	Denver, Colorado
McBirney, Warren B.	Denver, Colorado
Pederson, Marie	Denver, Colorado
Rogers, Edna	Denver, Colorado
Schalow, Gertrude	Denver, Colorado
Stevens, Irene	Denver, Colorado
Talbot, Janet B.	Denver, Colorado
Valentine, Lillian	Denver, Colorado
Watkins, Victor	Denver, Colorado

Bureau of Mines

Abshire, Eleanor	Albany, Oregon
Bernstein, Merle	Twin Cities, Minnesota
Durall, Joy	Bartlesville, Oklahoma
Hazen, Vera M.	Grand Forks, North Dakota
Johnston, Jimmie B.	University, Alabama
Jonas, Nellie G.	Rolla, Missouri
Mattson, Margaret J.	Juneau, Alaska
Motsenbocker, Mary J.	Bartlesville, Oklahoma
Pass, Marjorie	Pittsburgh, Pennsylvania
Rakaczky, Sharon	Reno, Nevada
Rogers, Marianne P.	Laramie, Wyoming
Shepard, Samuel P.	Denver, Colorado
Simon, Dorothy W.	Morgantown, West Virginia
Wood, Jesse R., Jr.	Denver, Colorado

Bureau of Commercial Fisheries

Breedlove, Stella	Galveston, Texas
Geiman, Robert	Auke Bay, Alaska
Gittings, Dan	La Jolla, California
Hall, Ann Bowman	Beaufort, North Carolina
Leggett, Marilyn J.	Gulf Breeze, Florida
Leonard, Elizabeth B.	Miami, Florida
Maurer, Patricia A.	Ann Arbor, Michigan
Priddy, Arthur H.	Seattle, Washington
Rose, Milton M.	Washington, D. C.
Waters, Eleanor Y.	Brunswick, Georgia

Federal Water Pollution Control Administration

Brofft, Dottie F.	Cincinnati, Ohio
Folk, Charlotte	Athens, Georgia
Fowler, Rebecca	Washington, D. C.
Fuller, Lorene	Ada, Oklahoma
Gamache, Rose Ann	West Kingston, Rhode Island
Hughes, Merlie C.	College, Alaska
Lewis, Mary	Duluth, Minnesota
McCauley, Betty M.	Corvallis, Oregon
Soong, Eileen M.	Edison, New Jersey

U. S. Geological Survey

Alley, Ruth M.	Denver, Colorado
Behrendt, Elizabeth	Denver, Colorado
Buxton, Helen	Denver, Colorado
Dalechek, Marge	Denver, Colorado
Gibbons, Madeleine	Denver, Colorado
Hoff, Margaret C.	Denver, Colorado
Imlay, Wilma G.	Denver, Colorado
Kent, Mary Alice	Denver, Colorado
King, Helen	Denver, Colorado
Lane, Ruth	Denver, Colorado
Mickle, Nola	Denver, Colorado
Ogina, Hatsuye	Denver, Colorado
Rogge, Betty	Denver, Colorado
Senour, Rose E.	Denver, Colorado
Shultz, Irvil P.	Denver, Colorado
Speiser, Eunice	Denver, Colorado
Udo, Kathy	Denver, Colorado
White, Dorothy C.	Denver, Colorado

Bureau of Land Management

Hanks, Howard P.	Denver, Colorado

Bureau of Outdoor Recreation

Burke, Florine L.	Denver, Colorado
Sobey, Margeurite L.	Denver, Colorado

Office of Assistant Secretary, Water Quality and Research

Pettey, Linda G.	Washington, D. C.

Great Lakes Basin Commission

Tetley, Michele	Ann Arbor, Michigan

Bonneville Power Administration

Schimmelbusch, John S. Portland, Oregon

National Park Service

Sanders, Annie Globe, Arizona

Alaska Power Administration

Hegg, Vivian L. Juneau, Alaska

Southeastern Power Administration

Bond, Mary George Elberton, Georgia

Solicitor's Office

Kinney, Sally Denver, Colorado

Denver Public Library

Winn, Roberta Denver, Colorado

EXHIBIT A

PERSONAL QUALIFICATIONS STATEMENT

Budget Bureau
Approved 50-R0387

1a. Kind of position *(job)* you are filing for *(or title of examination)*	b. Announcement number	7. Birth date			8. Social Security Number
Librarian		Month	Day	Year	580-77-4848
		8	9	39	

c. Options for which you wish to be considered *(if listed in examination announcement)*

9. If you are currently on a register of eligibles for appointment to a Federal position, give the name of the examination, the name of the office maintaining the register, the date on your notice of rating, and your rating.

d. Primary place(s) you wish to be employed
Washington, D.C.

2. Home telephone		3. Business telephone	
Area Code	Number	Area Code	Number
202	335-7219	202	327-1967

4. Name *(Last) (First) (Middle) (Maiden, if any)* ☑ Mr. ☐ Miss ☐ Mrs.
James R. Smith

10. Lowest pay or grade you will accept

PAY	OR	GRADE
$ 11,233 per year	OR	GS-11

5. Number and street, R.D., or Post Office box number
1325 C Street, S.E.

11. Are you willing to travel? *(Check one)*

NO	SOME	OFTEN
		X

12. When will you be available?
IMMEDIATELY

6. City — State — ZIP Code
Washington, D.C.

13. Will you accept ~~Immediately~~

		YES	NO
(A) Temporary appointment of	—1 month or less?		X
	—1 to 4 months?		X
	—4 to 12 months?		X
(B) Less than full time work?	*(Less than 40 hours per week)*		X

(C) Will you accept a job in: WHEREVER	YES	NO
—Washington, D.C.?	X	
—any place in the United States?		X
—outside of the United States?		X
—only in *(specify)*:		X

14. EDUCATION

(A) Did you graduate from high school, or will you graduate within the next nine months?

YES	MONTH/YEAR	NO	HIGHEST GRADE COMPLETED
X	1957		

(B) Name and location *(city and State)* of last high school attended
Southern High School
Chicago, Illinois

(C) Name and location *(city, State, and ZIP Code if known)* of college or university. *(If you expect to graduate within 9 months, give MONTH and year you expect degree.)*	Dates attended From	Dates attended To	Years completed Day	Years completed Night	Credits completed Semester hours	Credits completed Quarter hours	Type of degree	Year of degree
University of Maryland	1958	1962	4				BA	1962
Catholic University	1966	1967	1				MLS	1967

(D) Chief undergraduate college subjects	Credits completed Semester hours	Credits completed Quarter hours	(E) Chief graduate college subjects	Credits completed Semester hours	Credits completed Quarter hours
Philosophy	59				
Library Science	35				

(F) Major field of study at highest level of college work
Library Science

(G) Other schools or training *(for example, trade, vocational, armed forces, or business)*. Give for each the name and location *(city, State, and ZIP Code if known)* of school, dates attended, subjects studied, certificates, and any other pertinent data.

15. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED

16. FOREIGN LANGUAGES

Enter foreign languages and indicate your knowledge of each by placing "X" in proper columns	Reading Excl	Reading Good	Reading Fair	Speaking Excl	Speaking Good	Speaking Fair	Understanding Excl	Understanding Good	Understanding Fair	Writing Excl	Writing Good	Writing Fair
French	X				X		X				X	

17. Special qualifications and skills *(licenses; skills with machines, patents or inventions; publications—do not submit copies unless requested; public speaking; memberships in professional or scientific societies; typing or shorthand speed; etc.)*

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 18

18. EXPERIENCE *(Start with your PRESENT position and work back)*

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?	YES	NO
	X	

1

Dates of employment *(month, year)*	Exact title of position	If Federal service, classification series and grade
From 8/67 To PRESENT TIME	Librarian	GS-9

Salary or earnings	Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization *(manufacturing, accounting, insurance, etc.)*
Starting $ 9361 per Present $ per	40	City: State: Wash., D.C	--	Goverment

Name and title of immediate supervisor	Name of employer *(firm, organization, etc.)* and address *(including ZIP Code, if known)*
Mrs. Ann Johnson Area Code and phone No. if known	U.S. Commerce Dept.

Reason for wanting to leave seeking advancment

Description of work Assisted in the selection and acqusition of new publications.

For agency use *(skill codes, etc.)*

2

Dates of employment *(month, year)*	Exact title of position	If Federal service, classification series and grade
From Jan. 1966 To Sept. 1966	file clerk	

Salary or earnings	Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization *(manufacturing, accounting, insurance, etc.)*
Starting $ 5,000 per Final $ per final	40	City: State: D.C.,	/ex0	

Name and title of immediate supervisor	Name of employer *(firm, organization, etc.)* and address *(including ZIP Code, if known)*
Mrs. Lorretta Robb Area Code and phone No. if known	Public Library D.C.

Reason for leaving return to school.

Description of work Filed order cards, typed order cards, checked in new publications when received.

For agency use *(skill codes, etc.)*

3

Dates of employment *(month, year)*	Exact title of position	If Federal service, classification series and grade
From To	~~Librarian~~	

Salary or earnings	Avg. hrs. per week	Place of employment	Number and kind of employees supervised	Kind of business or organization *(manufacturing, accounting, insurance, etc.)*
Starting $ per Final $ per		City: State: ~~Chicago~~, ~~Ill.~~		

Name and title of immediate supervisor	Name of employer *(firm, organization, etc.)* and address *(including ZIP Code, if known)*
Area Code and phone No. if known	

Reason for leaving

Description of work

For agency use *(skill codes, etc.)*

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE
Answer all questions correctly and fully

19. If you have ever been employed by the Federal government as a civilian, give your last: Grade	Job T.	20. Birth place City: Chicago, Ill. State (or Foreign Country):	21. Legal or voting residence (State)
GS-9	Librarian		D.C.

22. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 18, EXPERIENCE.

Full Name	Present Business or Home Address (Number, street, city, State and ZIP Code)	Business or Occupation
Mrs. Ann Johnson	U.S. Commerce Dept. Chief, Acqisition Librarian	Acq Librarian
Mrs. Lorretta Robb	Public Library , D.C.	Assis ant Ordess Libn.
Mr. Robert Albert	Catholic University	Professor

23. VETERAN PREFERENCE. A. Have you ever served on active duty in the United States military service? (*Exclude tours of active duty for training as a reservist or Guardsman.*) If "Yes," complete Items B through E below. — Yes: | No: XX

B. List for all active military service:

Dates (From–To)	Branch	Serial or Service Number

C. Have you ever been discharged from the armed services under other than honorable conditions? (You may omit any such discharge changed to honorable by a Discharge Review Board or similar authority.) *If "Yes," give details in Item 34.* — Yes: | No:

D. Do you claim 5-point preference based on active duty in the armed forces? — Yes: | No:

If "Yes," you will be required to furnish records to support your claim at the time you are appointed.

E. Do you claim 10-point preference? — Yes: | No:

If "Yes," complete and attach Standard Form 15, "Claim for 10-point Veteran Preference," together with the proof called for in that form.

ANSWER ITEMS 24 THROUGH 33 BY PLACING AN "X" IN THE PROPER COLUMN	Yes	No
24. Are you a citizen of the United States? If "No," give country of which you are a citizen:	X	
25. Before answering this question read Item 25 in the attached instructions. A. Are you now, or within the last ten years have you been, a member of: (1) The Communist Party, U.S.A., or any subdivision of the Communist Party, U.S.A.?		X
(2) An organization that to your present knowledge advocates the overthrow of the constitutional form of government of the United States by force or violence or other unlawful means?		X
B. If your answer to Item A(1) or A(2) is "Yes," write your answers to the following questions in Item 34 or on a separate piece of paper: (1) The name of the organization? (2) The dates of your membership? (3) Your understanding of the aims and purposes of the organization at the time of your membership?		
26. To insure that you are not placed in a position which might impair your health, or which might be a hazard to you or to others, we need information about the following: Do you have, or have you had, heart disease, a nervous breakdown, epilepsy, tuberculosis, or diabetes?		X
If your answer is "Yes," concerning any one of these, give details in Item 34.		X
27. Within the last five years have you been fired from any job for any reason?		X
28. Within the last five years have you quit a job after being notified that you would be fired? *If your answer to 27 or 28 above is "Yes," give details in Item 34. Show the name and address (including ZIP Code) of employer, approximate date, and reasons in each case. This information should agree with your answers in Item 18, EXPERIENCE.*		
29. Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? (You may omit: (1) traffic violations for which you paid a fine of $30.00 or less; and (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law.)		X
30. While in the military service were you ever convicted by general court-martial? *If your answer to 29 or 30 is "Yes," give details in Item 34. Show for each offense: (1) date; (2) charge; (3) place; (4) court; and (5) action taken.*		X
31A. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (See Item 31 in the attached instruction sheet.)		X
B. Do you live with, or within the past 12 months have you lived with, any of these relatives who are employed in a civilian capacity? *If your answer to A is "Yes," give in Item 34 for such relatives: (1) full name; (2) present address (including ZIP Code); (3) relationship; (4) department, agency, or branch of the Armed Forces. If your answer to B is "Yes," also give the kind of appointment held by the relative(s) you live with or have lived with within the past 12 months.*		X
32. Do you receive or have you applied for retirement pay, pension, or other compensation based upon military or Federal civilian service? *If your answer is "Yes," give details in Item 34.*		X
33. Are you an official or employee of any State, territory, county, or municipality? *If "Yes," give type of position or name of office, and location, in Item 34. Include whether elected or appointed.*		XX

34. Space for detailed answers. Indicate Item numbers to which answers apply.	
Item No.	

If more space is required, use full sheets of paper approximately the same size as this page. Write on EACH sheet your name, birth date, and examination *(or position)* title. Attach all sheets to this Statement at the top of Page 3.

ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS STATEMENT

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation. A false answer to Items 25 A or B could deprive you of your right to an annuity when you reach retirement age in addition to the penalties described above.

CERTIFICATION	SIGNATURE *(Sign in ink)*
I CERTIFY that all of the statements made in this Statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.	DATE SIGNED

DO NOT WRITE IN THIS BLOCK—FOR USE OF EXAMINING OFFICE ONLY

☐ Refer for medical action ☐ Medical action Approved by ☐ Disapproved *(reason)*:

Announcement No. Statement No.

Name

☐ Appor. ☐ Nonappor.

Material ☐ Submitted ☐ Returned

Entered Register:

Notations:

Form Reviewed:

Form Approved:

Option	Grade	Earned Rating	Preference	Aug. Rating	Initials and Date
			☐ 5 Points *(Tmt.)*		
			☐ 10 Points Comp.Dis.		
			☐ Other 10 Points		
			☐ Disal.		
			☐ Being Investigated		

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

☐ 5-Pt. ☐ 10-Pt. Comp. Disab. ☐ 10-Pt. Other

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

Signature and Title

Agency

Date

GPO 012—80043-1 1988 334-475

EXHIBIT B # PERSONAL QUALIFICATIONS STATEMENT

Budget Bureau Approved 50-R0387

1a. Kind of position *(job)* you are filing for *(or title of examination)*: Librarian

b. Announcement number:

c. Options for which you wish to be considered *(if listed in examination announcement)*:

d. Primary place(s) you wish to be employed: Washington, D.C.

7. Birth date: Month 4 | Day 8 | Year 45

8. Social Security Number: 591-01-455

9. If you are currently on a register of eligibles for appointment to a Federal position, give the name of the examination, the name of the office maintaining the register, the date on your notice of rating, and your rating.: yes

2. Home telephone: Area Code 202 | Number 343-7285

3. Business telephone: Area Code 202 | Number 337-2189

4. Name *(Last) (First) (Middle) (Maiden, if any)*: Smith, Susan M. ☐ Mr. ☒ Miss ☐ Mrs.

10. Lowest pay or grade you will accept: PAY $ 9631 per year | OR GRADE GS-9

5. Number and street, R.D., or Post Office box number: 3525 4th Street, S.W.

6. City: Washington, D.C. | State: | ZIP Code: 20024

11. Are you willing to travel? *(Check one)*: NO ☐ | SOME ☐ | OFTEN ☒

12. When will you be available?: immediately

13. Will you accept:		YES	NO
(A) Temporary appointment of	—1 month or less?	X	
	—1 to 4 months?	X	
	—4 to 12 months?	X	
(B) Less than full time work? *(Less than 40 hours per week)*		X	

(C) Will you accept a job in:	YES	NO
—Washington, D.C.?	X	
—any place in the United States?	X	
—outside of the United States?	X	
—only in *(specify)*:		

14. EDUCATION

(A) Did you graduate from high school, or will you graduate within the next nine months?

YES	MONTH/YEAR	NO	HIGHEST GRADE COMPLETED
X	June 1963		

(B) Name and location *(city and State)* of last high school attended: South Miami High School, Miami, Florida

(C) Name and location *(city, State, and ZIP Code if known)* of college or university. *(If you expect to graduate within 9 months, give MONTH and year you expect degree.)*	Dates attended From	Dates attended To	Years completed Day	Years completed Night	Credits completed Semester hours	Credits completed Quarter hours	Type of degree	Year of degree
University of Miami, Miami, Fla.	9/63	6/64			34			
George Washington	9/64	6/67			102		BS	1967
Catholic University, D.C.	9/68	6/69			54		MLS	1969

(D) Chief undergraduate college subjects	Credits completed Semester hours	Credits completed Quarter hours	(E) Chief graduate college subjects	Credits completed Semester hours	Credits completed Quarter hours
Italian	18				
Biology	75				
Library Science	50				

(F) Major field of study at highest level of college work: Library Science with emphasis on special librarianship.

(G) Other schools or training *(for example, trade, vocational, armed forces, or business)*. Give for each the name and location *(city, State, and ZIP Code if known)* of school, dates attended, subjects studied, certificates, and any other pertinent data.

Gregg Business School, Miami, Florida, July 1963-June 1964, typing and shorthand.
University of Mexico, Language Institute, Mexico City, summer 1966, languages and culture.
Miami Institute of Languages, Miami, Florida, 1962-63--Spanish and Portuguese.
South Miami Winter Sports School, South Miami, Fla., 1960-63, skin diving, sailing, and life saving.

15. HONORS, AWARDS, AND FELLOWSHIPS RECEIVED

Librarian Honorary Society
Assoc. of American College Women
Phi Beta Kappa

16. FOREIGN LANGUAGES

Enter foreign languages and indicate your knowledge of each by placing "X" in proper columns	Reading Excl	Reading Good	Reading Fair	Speaking Excl	Speaking Good	Speaking Fair	Understanding Excl	Understanding Good	Understanding Fair	Writing Excl	Writing Good	Writing Fair
Spanish	X			X			X			X		
French		X			X			X				X
Italian	X			X			X			X		

17. Special qualifications and skills *(licenses; skills with machines, patents or inventions; publications—do not submit copies unless requested; public speaking; memberships in professional or scientific societies; typing or shorthand speed; etc.)*:
Typing 50 wpm; Shorthand 80 wpm; SLA (Special Libraries Association); Delta Delta Delta Sorority; D.C. Library Association; American Malacological Society; American Red Cross Swimming Instructor License; American Skin Diving Instructor License.

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 18

18: EXPERIENCE *(Start with your PRESENT position and work back)*

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? YES: X NO:

1

Dates of employment *(month, year)*: From 6/69 To PRESENT TIME

Exact title of position: Librarian

If Federal service, classification series and grade: GS-

Salary or earnings: Starting $ 6500 per summer; Present $ per

Avg. hrs. per week: 40

Place of employment: City: D.C.; State:

Number and kind of employees supervised: one clerical

Kind of business or organization *(manufacturing, accounting, insurance, etc.)*: Biological Laboratory

Name and title of immediate supervisor: John R. Adams, Director

Area Code and phone No. if known: 202-337-2189

Name of employer *(firm, organization, etc.)* and address *(including ZIP Code, if known)*: ABC Biological Laboratory, 2537 Maine Avenue, S.W.

Reason for wanting to leave: Temporary appointment

Description of work: Established a basic reference collection for small organization involved in research in the biological sciences. The job involved setting up simplified acquisition, cataloging, classification processes, and the training of a technical assistant to assume this responsibility.

For agency use *(skill codes, etc.)*:

2

Dates of employment *(month, year)*: From Nov. 1968 To only

Exact title of position: Library Training

If Federal service, classification series and grade: N/A

Salary or earnings: Starting $ per; Final $ per

Avg. hrs. per week: 21

Place of employment: City: D.C.; State:

Number and kind of employees supervised:

Kind of business or organization *(manufacturing, accounting, insurance, etc.)*: Government

Name and title of immediate supervisor: Mrs. Julie Howard

Area Code and phone No. if known: 202-354-4622

Name of employer *(firm, organization, etc.)* and address *(including ZIP Code, if known)*: Smithsonian Institution Library, Washington, D.C.

Reason for leaving:

Description of work: 21 hours of actual library work required as part of the MLS program at Catholic University. 10 hours spent in acquisition, 10 hours spent in reference.

For agency use *(skill codes, etc.)*:

3

Dates of employment *(month, year)*: From 1/66 To 6/67

Exact title of position: Student Laboratory Asst.

If Federal service, classification series and grade: N/A

Salary or earnings: Starting $ 1,000 per School year; Final $ per

Avg. hrs. per week: 12

Place of employment: City: D.C.; State:

Number and kind of employees supervised: N/A.

Kind of business or organization *(manufacturing, accounting, insurance, etc.)*: University

Name and title of immediate supervisor: Dr. George Rice, Professor

Area Code and phone No. if known: 202-372-1839

Name of employer *(firm, organization, etc.)* and address *(including ZIP Code, if known)*: George Washington University

Reason for leaving:

Description of work: Student lab assistant in the Biological Science Department. Number of variety of tasks included assisting in experiments, keeping equipment and supplies in order, grading tests of lower classmen, recording data for lab experiments, typing, filing and preparing reading lessons.

For agency use *(skill codes, etc.)*:

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 171-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE
Answer all questions correctly and fully

19. If you have ever been employed by the Federal government as a civilian, give your last: N/A		20. Birth place	21. Legal or voting residence *(State)*
Grade	Job Title	City: Miami, Florida	D.C.
		State *(or Foreign Country)*:	

22. REFERENCES. List three persons who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 18, EXPERIENCE.

Full Name	Present Business or Home Address *(Number, street, city, State and ZIP Code)*	Business or Occupation
Dr. Matilda Verne	Catholic University	Professor
Dr. Glenn Edwards	George Washington University	Professor
Mrs. Jane Adams	Miami Public Library	Librarian

23. VETERAN PREFERENCE. A. Have you ever served on active duty in the United States military service? *(Exclude tours of active duty for training as a reservist or Guardsman.)* ..... N/A .....
If "Yes," complete Items B through E below.

Yes	No

B. List for all active military service:

Dates *(From–To)*	Branch	Serial or Service Number

C. Have you ever been discharged from the armed services under other than honorable conditions? (You may omit any such discharge changed to honorable by a Discharge Review Board or similar authority.) .....
If "Yes," give details in Item 34.

Yes	No

D. Do you claim 5-point preference based on active duty in the armed forces? .....
If "Yes," you will be required to furnish records to support your claim at the time you are appointed.

Yes	No

E. Do you claim 10-point preference? .....
If "Yes," complete and attach Standard Form 15, "Claim for 10-point Veteran Preference," together with the proof called for in that form

Yes	No

ANSWER ITEMS 24 THROUGH 33 BY PLACING AN "X" IN THE PROPER COLUMN	Yes	No
24. Are you a citizen of the United States? ..... If "No," give country of which you are a citizen:	X	
25. Before answering this question read Item 25 in the attached instructions.		
A. Are you now, or within the last ten years have you been, a member of:		
(1) The Communist Party, U.S.A., or any subdivision of the Communist Party, U.S.A.?		X
(2) An organization that to your present knowledge advocates the overthrow of the constitutional form of government of the United States by force or violence or other unlawful means?		X
B. If your answer to Item A(1) or A(2) is "Yes," write your answers to the following questions in Item 34 or on a separate piece of paper:		
(1) The name of the organization? (2) The dates of your membership? (3) Your understanding of the aims and purposes of the organization at the time of your membership?		
26. To insure that you are not placed in a position which might impair your health, or which might be a hazard to you or to others, we need information about the following: Do you have, or have you had, heart disease, a nervous breakdown, epilepsy, tuberculosis, or diabetes? ..... *If your answer is "Yes," concerning any one of these, give details in Item 34.*		X
27. Within the last five years have you been fired from any job for any reason?		X
28. Within the last five years have you quit a job after being notified that you would be fired? ..... *If your answer to 27 or 28 above is "Yes," give details in Item 34. Show the name and address (including ZIP Code) of employer, approximate date, and reasons in each case. This information should agree with your answers in Item 18, EXPERIENCE.*		X
29. Have you ever been convicted of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? (You may omit: (1) traffic violations for which you paid a fine of $30.00 or less; and (2) any offense committed before your 21st birthday which was finally adjudicated in a juvenile court or under a Youth Offender law.)		X
30. While in the military service were you ever convicted by general court-martial? ..... *If your answer to 29 or 30 is "Yes," give details in Item 34. Show for each offense: (1) date; (2) charge; (3) place; (4) court; and (5) action taken.*		X
31A. Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (See Item 31 in the attached instruction sheet.)		X
B. Do you live with, or within the past 12 months have you lived with, any of these relatives who are employed in a civilian capacity? ..... *If your answer to A is "Yes," give in Item 34 for such relatives: (1) full name; (2) present address (including ZIP Code); (3) relationship; (4) department, agency, or branch of the Armed Forces. If your answer to B is "Yes," also give the kind of appointment held by the relative(s) you live with or have lived with within the past 12 months.*		X
32. Do you receive or have you applied for retirement pay, pension, or other compensation based upon military or Federal civilian service? ..... *If your answer is "Yes," give details in Item 34.*		X
33. Are you an official or employee of any State, territory, county, or municipality? ..... *If "Yes," give type of position or name of office, and location, in Item 34. Include whether elected or appointed.*		X

34. Space for detailed answers. Indicate Item numbers to which answers apply.	
Item No	

If more space is required, use full sheets of paper approximately the same size as this page. Write on EACH sheet your name, birth date, and examination *(or position)* title. Attach all sheets to this Statement at the top of Page 3.

ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS STATEMENT

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation. A false answer to items 25 A or B could deprive you of your right to an annuity when you reach retirement age in addition to the penalties described above.

CERTIFICATION

I CERTIFY that all of the statements made in this Statement are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE *(Sign in ink)* Judith M. Smith

DATE SIGNED Sept. 25, 1969

DO NOT WRITE IN THIS BLOCK—FOR USE OF EXAMINING OFFICE ONLY

☐ Refer for medical action ☐ Medical action Approved by ☐ Disapproved *(reason)*:

Announcement No. Statement No.

Name

☐ Appor. ☐ Nonappor.

Material ☐ Submitted ☐ Returned

Entered Register:

Notations:

Form Reviewed:

Form Approved:

Option	Grade	Earned Rating	Preference	Aug. Rating
			☐ 5 Points *(Tent.)*	
			☐ 10 Points Comp.Dis.	
			☐ Other 10 Points	
			☐ Disal.	
			☐ Being Investigated	
Initials and Date				

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

☐ 5-Pt. ☐ 10-Pt. Comp. Disab. ☐ 10-Pt. Other

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

Signature and Title

Agency

Date

GPO c18—80043-1 1968 294-475

TELEPHONE REFERENCE CHECK
WITH PREVIOUS EMPLOYER

Applicant's Name_____

Previous Employer_____ Telephone Number_____

Supervisor_____ Title_____

M___(applicant's name) has applied for employment with us and tells that he previously worked for you. I should like to verify some of the information he has given us. Do you have time to answer a few questions?

1. He/she states that he/she worked for you from_____,19____ to _____, 19__.
   Is that correct? (If not, show correct dates.) From _____,19____ to _____, 19__.
2. What was his/her job when he started to work for you? _____
   What was his/her job when he/she left?_____
3. He shows his earnings as $_____.
   per _____ Is that correct? [ ] Yes. [ ] No. Actual rate $_____ per _____.
4. What did you think of the quality of his work?_____
   How well did he apply himself?_____
5. What quantity did he turn out?_____
   How well did he apply himself?_____
6. How regular and punctual in attendance was he?_____
7. How did he get along with others? _____
8. What are his strong points? For example: Judgment _____ Sense of Responsibility _____. Decisiveness_____. Creativity _____. Organization _____. Drive_____. _____
   _____
9. What are his weak points? For example: Judgment _____. Sense of Responsibility _____. Decisiveness _____. Creativity _____. Organization _____. Drive _____. _____
   _____
10. Did he have any domestic or personal trouble which interferred with his work? [ ] Yes. [ ] No. (If yes, explain _____
    _____
11. Why did he leave your organization_____
    _____
12. Would you re-employ him? [ ] Yes. [ ] No. (If not, why not?)_____
    _____
    _____

Additional Information:_____
_____
_____
_____

Checked by _____ Date _____,19____

TELEPHONE REFERENCE CHECK WITH SCHOOL

Applicant's Name_____

School_____City_____Tel. No._____

Person Contacted_____Position_____

M_____. (name of applicant) has applied for employment with us and tells us that he attended your school. I should like to verify some of the information he has given us. Do you have time to look up his record and answer a few questions? I shall be glad to call back or have you call me if that will be more convenient.

1. He shows graduation_____,19__. Is this correct? ____(if not, show date) _____, 19__.
2. If not graduated, when did his attendance end? _____,19__. How much school work completed?_____.
3. What was his rank in graduating class?_____ Grade average_____.
4. What were the electives courses in library school?_____ _____.
5. In which courses did he/she do his/her best work?_____.
6. In which courses did he/she do least well?_____.
7. In which courses did he/she fail?_____.
8. How is his/her general health?_____.
9. What was his/her attendance record?_____.
10. How did his/her instructors rate him/her in:
    Work habits?_____ Self-control?_____.
    Dependability?_____ Social adaptability?_____.
11. What part did he/she take in student activities?_____.
12. What awards, honors, etc. did he/she receive?_____.
13. Was he/she ever in trouble or subject to disciplinary action?_____.
14. What was his/her undergraduate major?_____.
15. For what type of library work do you feel he/she is best qualified? _____.

Additional Information:_____
_____
_____
_____
_____

Checked by_____Date_____,19__.

EVALUATION CHECK-LIST OF PROSPECTIVE EMPLOYEES

SUPPORTING INFORMATION

I. Education.

A. Form 57.
B. Form--Interview with School.
C. Form--Transcript of Grades.

II. Work Experience.

A. Form 57.
B. Examination of Government Personnel File if a Government employee.
C. Telephone Reference check with Previous Employer.

III. Civil Service Eligibility.

Form--Rating.

DIRECT INTERVIEW INFORMATION

I. Impression Record.

A. First impression
B. Appearance.
C. Speech.
D. Poise.
E. Attitude.
   1. Manners.
   2. Interest in People.
   3. Interest in Work as described.
   4. Lack of Bias.

II. Health.
A. Handicaps?
B. Compensated?

III. Professional Attitude.

A. Keeps up with literature of the field?
B. Member of library associations?
C. Interest in Continuing Education?
D. Vocational long-range plans.

I. WORK EXPERIENCE

1. Dates of employment: From_____to_____.
2. Title of position:_____.
3. Number and kind of employees supervised:_____
_____.

II. WORK HABITS

	Excellent	Good	Fair	Poor	Not Observed
1. Reliability	( )	( )	( )	( )	( )
2. Quality of work performed	( )	( )	( )	( )	( )
3. Promptness	( )	( )	( )	( )	( )
4. Creativity	( )	( )	( )	( )	( )
5. Decisiveness	( )	( )	( )	( )	( )
6. Initiative and resourcefulness	( )	( )	( )	( )	( )
7. Ability to accept responsibility	( )	( )	( )	( )	( )
8. Supervisory ability	( )	( )	( )	( )	( )
9. Judgment	( )	( )	( )	( )	( )
10. Ability to get along with associates	( )	( )	( )	( )	( )
11. Ability to get along with supervisor	( )	( )	( )	( )	( )
III. Personal Appearance	( )	( )	( )	( )	( )
IV. Physical Fitness	( )	( )	( )	( )	( )

V. PERSONALITY AND ATTITUDES (Check those that apply)

____Service-oriented
____Dedicated
____Cynical
____Opportunistic
____Indifferent
____Industrious
____Quiet
____Tactful
____Adaptable
____Arrogant
____Cooperative
____Dynamic
____Extroverted
Others_____

VI. If there were a vacant position in your organization for which this person is qualified by experience and training you would_____would not_____ employ this applicant.

VII. Remarks and other comments:

_____
(date)

_____
(Signature)

FIELD LIBRARIES AND FIELD COLLECTIONS
(Office addresses)

BUREAU OF MINES

Abshire, Miss Eleanor F.
Albany Metallurgy Research Center
P. O. Box 70
Albany, Oregon 97321
FTS 503-926-5310

Aiken, Elaine G. (Tech. Info. Spec.)
Safety Research Center
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213
FTS 412-891-1400
ext. 2-239

Backhus, Carol D., Librarian
3150 Paradise Drive
Tiburon, California 94920
FTS 415-434-3145
ext. 237

Battle, Miss Jo E., Librarian
Helium Research Center Library
Amarillo, Texas 79106
FTS 806-376-6255 or
806-376-6204

Bernstein, Merle T., Librarian
Twin Cities Research Center
P.O. Box 1660
Twin Cities, Minnesota 55111
FTS 612-725-4503

Boyce, Mary W.
500 Date Street
Boulder City, Nevada 89005
FTS 702-293-1033
ext. 23

Caruso, Mrs. Fern E., Library Technician
1430 Washington Street
Spokane, Washington 99201
FTS 509-838-4561

Durall, Mrs. Joy, Librarian
Bartlesville Office of Mineral Resources
Federal Building 206
Bartlesville, Oklahoma 74003
FTS 918-336-6757
ext. 33

Hazen, Mrs. Vera
Grand Forks Coal Research Laboratory Library
Box 8213, University Station
Grand Forks, North Dakota
FTS 701-774-6324

Henrie, Mr. T.A., Research Director
1065 Evans Avenue
Reno, Nevada
FTS 702-784-5391

Hutchison, Miss V. Vern, Librarian
P.O. Box 1398
Bartlesville, Oklahoma 74003
FTS 918-336-2400
ext. 228

Johnston, James B.
Tuscaloosa Metallurgy Researsch Laboratory
P. O. Box L
University, Alabama 35486
FTS 205-345-8225

Jonas, Mrs. Nellie G., Librarian
P. O. Box 280, 300 Bishop Avenue
Rolla, Missouri 65401
FTS 314-364-3169
ext. 31

Martin, Mrs. Zula D., Library Technician
Mineral Resource Office
301 West Cumberland Avenue
Knoxville, Tennessee 37902
FTS 615-524-4011
ext. 3154

Mattson, Margaret J., Librarian
P. O. Box 550
Juneau, Alaska

Moran, Paul F., Librarian
College Park Research Center
College Park, Maryland 20740
FTS 301-864-3100
ext. 47

Osborne, Lillian B., Library Assistant
450 Golden Gate Avenue
P. O. Box 36012
San Francisco, California 94102
FTS 415-556-4608

Pass, Mrs. Marjorie G., Librarian
4800 Forbes Avenue
Pittsburgh, Pennsylvania 15213
FTS 412-621-4500
ext. 344

Rakaczky, Mrs. Sharon L.
Reno Metallurgy Research Center
1065 Evans Avenue
Reno, Nevada 89505
FTS 702-784-5391

Remaley, Miss Kathryn J.
Tuscaloosa Metallurgy Research Laboratory
Box L
Tuscaloosa, Alabama 35486
FTS 205-758-0491

Rogers, Miss Marianne P., Librarian
Box 3395, University Station
Laramie, Wyoming 82070
FTS 307-742-2117
ext. 22

Schack, Carl H., Staff Projects Coordinator — FTS 801-524-5350
Salt Lake City Metallurgy Research Center
1600 East First South Street
Salt Lake City, Utah 84112

Shepard, Samuel P., Librarian — FTS 303-233-6521 or
Denver Federal Center, Building 20 — FTS 303-233-3611
Denver, Colorado 80225 — ext. 6521

Simon, Mrs. Dorothy W., Librarian — FTS 304-599-3441
P. O. Box 880, Collins Ferry Road — ext. 303
Morgantown, West Virginia 26505

Vanderwood, Helen E. — FTS 509-838-4331
West 222 Mission Avenue
Spokane, Washington 99201

BUREAU OF COMMERCIAL FISHERIES

Ballard, Mr. Robert M., Librarian — FTS 313-663-8461
Research Laboratory
P. O. Box 640
Ann Arbor, Michigan 48107

Breedlove, Miss Stella, Librarian — FTS 713-763-1506 or
Biological Laboratory Library — 713-763-1211
Ft. Crockett, Building 302
Galveston, Texas 77550

Colmer, Olive L. — 601-762-4591
P. O. Drawer 1207
Pascagoula, Mississippi 39567

Geiman, Robert H., Librarian — 907-789-7231
P. O. Box 155 — ext. 125 or
Auke Bay, Alaska 99821 — 206-583-0111

Gittings, Dan, Librarian — FTS 714-453-2820
8604 La Jolla Shores Drive — ext. 243
P. O. Box 271
La Jolla, California 92037

Hall, Miss Ann Bowman, Librarian — FTS 704-372-0711, ask for
Center for Estuarine and Menhaden Research — 919-728-4595
Beaufort, North Carolina 28516

Kondelik, Miss Marlene R., Librarian — FTS 813-360-7096
75 - 33rd. Avenue
St. Petersburg Beach, Florida 33706

Lang, Miss Helen, Librarian — FTS 301-226-5193
Biological Laboratory
Oxford, Maryland 21654

Leggett, Miss Marilyn J., Librarian — FTS 904-932-2249
Pesticide Field Station, Sabine Island
Gulf Breeze, Florida 32561

Leonard, Miss Elizabeth B., Librarian — FTS 305-361-5761
75 Virginia Beach Drive — ext. 239
Miami, Florida 33149

Livingstone, Robert, Jr., Acting Librarian — FTS 607-548-5123
Biological Laboratory — ext. 60
Woods Hole, Massachusetts 02543

McKinnon, Miss Margaret N., Librarian — 617-283-6600
Emerson Avenue
Gloucester, Massachusetts

Magyar, Deborah Ann, Librarian — FTS 207-633-2222
Biological Laboratory
West Boothbay Harbor, Maine 04575

Nishimura, Mrs. Hazel, Librarian — 808-946-2181
Biological Laboratory — ext. 115
P. O. Box 3830
Honolulu, Hawaii 96812

Priddy, Arthur H., Librarian — FTS 206-583-5696
2725 Montlake Boulevard East
Seattle, Washington 98102

Robinson, Carol Ann, Administrative Officer — 203-878-2459
Rogers Avenue — ext. 29
Milford, Connecticut 06460

Waters, Miss Eleanor Y., Librarian — FTS 912-265-2080
Biological Laboratory
P. O. Box 280
Brunswick, Georgia 31520

Wilke, Floyd, Librarian — FTS 206-523-0550
Marine Mammal Biological Laboratory — ext. 260 or 664
Sand Point Naval Air Station, Building 192
Seattle, Washington 98115

Winemiller, Mrs. Lois F., Library Technician — FTS 301-927-5800 ext. 49
Regents Drive
College Park, Maryland 20740

Ocean Research Laboratory Library
South Rotunda, Museum Building
Standford, California 94305

Library, Technological Laboratory — FTS 213-831-9281
748 Tuna Street
Terminal Island, California 90731

NATIONAL PARK SERVICE

Albro, Elizabeth R., Chief Museum Curator — FTS 201-539-2016
Morristown-Edison Group
P. O. Box 1136
Morristown, New Jersey 07096

Benjamin, Thelma, Librarian — FTS 415-556-7965
450 Golden Gate Avenue
P. O. Box 36063
San Francisco, California 94102

Cockrell, Mrs. Carol L. — FTS 602-261-3900
Horace M. Albright Training Center
P. O. Box 477
Grand Canyon, Arizona 86023

Gibbs, Mr. Robert F., Superintendent — FTS 617-223-2100, ask for 349-3785
Cape Cod National Seashore
South Wellfleet, Massachusetts 02663

Griffin, John W., Chief — FTS 912-745-2243
Southeast Archeological Center
Macon, Georgia 31208

Hinchliffe, Louise M., Office Assistant — FTS 602-638-2411 ext. 61
Grand Canyon National Park
P. O. Box 129
Grand Canyon, Arizona 86023

Jones, William R. — FTS 209-372-4441
Research Library
Yosemite National Park
P. O. Box 545
Yosemite, California 95389

Kellman, Miss Violet M., Librarian — FTS 415-556-7604
450 Golden Gate
P. O. Box 36025
San Francisco, California 94102

Lissimorg, John J., Librarian — FTS 202-381-7340
Lincoln Museum
511 - 10th St., N. W.
Washington, D. C. 20242

Nugent, Miss Frances B., Librarian — FTS 402-221-3471
1709 Jackson Street
Omaha, Nebraska 68102

Sanders, Miss Annie M., Librarian — FTS 602-425-7131
Southwest Archeological Center
P. O. Box 1562
Globe, Arizona

Speiden, Norman R., Museum Curator — FTS 201-736-0550
Thomas A. Edison Library
P. O. Box 126
Orange, New Jersey 07051

Wenger, Gilbert R., Chief Park Archeologist — FTS 303-529-4575
Mesa Verde National Park
Mesa Verde, Colorado 81330

FEDERAL WATER POLLUTION CONTROL ADMINISTRATION

Brofft, Mrs. Dottie F., Librarian — FTS 513-871-1820 ext. 410
Ohio Basin Region
4676 Columbia Parkway
Cincinnati, Ohio 45226

Circiello, Mrs. Jean, Librarian — FTS 415-556-7637
760 Market Street
San Francisco, California 94102

Folk, Mrs. Charlotte C., Librarian — FTS 404-546-3103
College Station Road
Athens, Georgia 30601

Fowler, Miss Rebecca, Librarian — FTS 703-557-7315
Room 1015
Building 2, Crystal Mall
Washington, D. C. 20242

Hughes, Merlie C. 907-479-2251
Alaska Water Laboratory
Arctic Health Research Center Library
College, Alaska 99701

Lewis, Mrs. Mary J., Librarian FTS 218-727-6692
National Water Quality Laboratory
6201 Congdon Boulevard
Duluth, Minnesota 55804

Fuller, Miss J. Lorene, Librarian FTS 405-236-2311
P. O. Box 1198 ask for 332-8800
Ada, Oklahoma 74820

Gamache, Miss Rose A., Librarian FTS 401-847-8178 or
National Marine Water Quality Laboratory FTS 401-789-9738
P. O. Box 277
West Kingston, Rhode Island 02892

McCauley, Mrs. Betty M., Librarian FTS 503-752-4281
200 S. W. 35th Street ext. 346
Corvallis, Oregon 97330

Soong, Mrs. Eileen, Librarian FTS 201-846-4648
Northeast Region Technical Library
Edison, New Jersey 08817

BUREAU OF SPORT FISHERIES AND WILDLIFE

Andersen, Mrs. Deborah E., Librarian FTS 303-233-3611
Denver Wildlife Research Center ext. 2283
Denver Federal Center, Building 16
Denver, Colorado 80225

Burress, Ralph, Director FTS 404-655-3573
Southeastern Fish Control Laboratory
P. O. Box 9
Warm Springs, Georgia 31830

Garrett, Mrs. Lynda, Acting Librarian FTS 301-776-4880
Patuxent Wildlife Research Center ext. 235
Laurel, Maryland 20810

Hamilton, Mrs. Sandra E., Librarian FTS 612-725-3576
Federal Building, Ft. Snelling
Twin Cities, Minnesota 55111

Manning, Mrs. Edith, Librarian
Sandy Hook Marine Laboratory
Highlands, New Jersey 07732
FTS 201-872-0200 ext. 30

Schatz, Miss Elaine, Librarian
Box 1672
Jamestown, North Dakota 58401
FTS 701-252-5363

Schnick, Mrs. Rosalie, Librarian
Fish Control Laboratory
P. O. Box 862
La Crosse, Wisconsin 54601
FTS 608-784-9666

Wright, Mrs. Florence T., Librarian
Leetown, Route 1
Kearnysville, West Virginia 25430
FTS 304-725-2553

BUREAU OF RECLAMATION

Bingham, Mrs. Clarice D., Librarian
P. O. Box 360
Salt Lake City, Utah

Hirtz, Mrs. Sophie, Librarian
2800 Cottage Way
Federal Office Building
Sacramento, California 95825
FTS 916-481-6100 ext. 2491

James, Henry, Librarian
Denver Federal Center, Building 67
Denver, Colorado 80225
FTS 303-233-3611 ext. 8055

GEOLOGICAL SURVEY

Goodwin, George H., Librarian
Room 1033, GSA Building
Washington, D. C. 20240
FTS 202-343-3864

Nation, James R., Librarian
601 East Cedar Avenue
Flagstaff, Arizona 86001
FTS 602-774-1455

Schultz, Irvil P., Librarian
Denver Federal Center, Building 25
Denver, Colorado 80225
FTS 303-233-6733

Wilkins, Miss Eleanor E., Librarian — FTS 415-325-6761
345 Middlefield Road
Menlo Park, California 94025

BUREAU OF OUTDOOR RECREATION

Burke, Florine L. — FTS 303-233-8831
Denver Federal Center, Building 41
Denver, Colorado 80211

Rogers, Michael P. — FTS 313-663-8481 ext. 233
Recreation Research Specialist
3853 Research Park Drive
Ann Arbor, Michigan 48104

POWER ADMINISTRATIONS

Schimmelbusch, John S., Librarian — FTS 503-234-4445
Bonneville Power Administration
1002 N. E. Holladay, P. O. Box 3621
Portland, Oregon 97208

Hegg, Vivian L., Librarian
Alaska Power Administration
P. O. Box 50
Juneau, Alaska 99801

Bond, Miss Mary G., Librarian — FTS 404-283-3261
Southeastern Power Administration
Elberton, Georgia 30635

BUREAU OF INDIAN AFFAIRS

ABERDEEN AREA

Miss Elinor Haire
Librarian
Cheyenne-Eagle Butte Indian School
Eagle Butte, South Dakota 57625

Miss Jane Hellman
Librarian
Standing Rock Indian School
Fort Yates, North Dakota 58538

Mrs. Jennie Robertson
Librarian
Flandreau Indian School
Flandreau, South Dakota 57028

Mrs. Norma J. Good
Librarian
Turtle Mountain Community School
Belcourt, North Dakota 58316

Mrs. Charlotte M. Hall
Librarian
Mandaree Indian School
Mandaree, North Dakota 58757

Mrs. Max Lauder
Librarian
Wahpeton Indian School
Wahpeton, North Dakota 58075

Mrs. Marion Morrow
Librarian
Pine Ridge Indian School
Pine Ridge, South Dakota 57770

Mrs. Betty Deane
Librarian
White Shield Indian School
Emmet, North Dakota 58534

ALBUQUERQUE AREA

Mrs. Margaret Chappell
Librarian
Albuquerque Indian School
907 Indian School Road, N.W.
Albuquerque, New Mexico 87100

Mrs. Iris Stack
Librarian
Laguna Indian School
Laguna, New Mexico 87026

Mrs. Janet N. Naumer
Institute of American Arts
Santa Fe, New Mexico 87501

ANADARKO AREA

Mrs. Mary Ireland
Librarian
Chilocco Indian School
Chilocco, Oklahoma 74635

Mrs. Delores T. Haragarra
Librarian
Concho Indian School
Concho, Oklahoma 73022

Miss Alline May Montgomery
Librarian
Chilocco Indian School
Chilocco, Oklahoma 74635

Mrs. Beverly Gerard
Librarian
Riverside Indian School
Anadarko, Oklahoma 73005

Mrs. Elizabeth Dunn
Haskell Institute
Lawrence, Kansas 66044

Mrs. Frances Bernhardt
Ft. Sill Indian School
Ft. Sill, Oklahoma 73503

BILLINGS AREA

Miss Evelyn Pagel
Librarian
Busby Indian School
Busby, Montana

JUNEAU AREA

Miss Ruth Flint
Librarian
Barrow Indian School
Barrow, Alaska 99723

Miss Isabell Mudd
Librarian
Kotzebue Indian School
Kotzebue, Alaska 99752

Mrs. Agness Breedlove
Unalakleet Indian School
Unalakleet, Alaska 99684

Mr. Tauno Salo
Librarian
Mt. Edgecumbe Indian School
Mt. Edgecumbe, Alaska 99835

Mr. Alfred Ryll
Librarian
Wrangell Institute
Wrangell, Alaska 99929

MUSKOGEE AREA

Mrs. Inez Allen
Librarian
Choctaw Central Indian School
Philadelphia, Miss. 39350

NAVAJO AREA

Mrs. Teresea M. Harris
Librarian
Crownpoint Indian School
Crownpoint, New Mexico 87313

Miss Marie Kaufman
Librarian
Dilcon Indian School
Winslow, Arizona 86047

Mrs. Elizabeth Lauritzen
Librarian
Intermountain Indian School
Brigham City, Utah 84302

Mrs. Leota Sutton
Librarian
Intermountain Indian School
Brigham City, Utah 84302

Mrs. Gladys N. Zahner
Lukachukai Indian School
Lukachukai , Arizona 86507

Mrs. Wilda Haley
Librarian
Many Farms Indian School
Many Farms, Arizona 86503

Miss Lea Woods
Librarian
Rock Point Indian School
Chinle, Arizona 86503

Miss Vera Cramer
Librarian
Sanostee Indian School
Little Water, New Mexico 87420

Miss Amy L. Behrens
Librarian
Shiprock Indian School
Shiprock, New Mexico 87420

Mrs. Barbara A. Dean
Librarian
Teec Nos Pos Indian School
Teec Nos Pos, Arizona 86514

Miss Suzanne Nichelson
Toadlena Indian School
Toadlena, New Mexico 87324

Mrs. Pauline Gatlin
Kayenta Indian School
Kayenta, Arizona 86033

Miss Mary Jo Muse
Chuska Boarding School
Tohatchi, New Mexico 87325

Mrs. Delores T. Loudermilk
Librarian
Wingate High School
Fort Wingate, New Mexico 87316

Mrs. Gladys Melveta Walker
Librarian
Tuba City, Arizona 85045

Mrs. Eula M. Hughes
Greasewood Indian School
Ganado, Arizona 86505

Miss Joyce MacLean
Leupp Boarding School
Leupp, Arizona 86035

Miss Linda Bloomer
Librarian
Toyei Indian School
Ganado, Arizona 86505

Mrs. Louise N. Denu
Librarian
Wingate Elementary School
Fort Wingate, New Mexico 87316

Mrs. Evelyn Boss
Librarian
Chinle Indian School
Chinle, Arizona 86503

PHOENIX AREA

Mr. Zackur Moser
Librarian
Phoenix Indian School
Phoenix, Arizona 85000

Mr. Norman Persson
Librarian
Sherman Institute
Riverside, California 92502

Mrs. Mary L. Warrer
Librarian
Stewart Indian School
Stewart, Nevada 89437

PORTLAND AREA

Mrs. Florence Simonton
Librarian
Chemawa Indian School
Chemawa, Oregon 97822

INSTRUCTIONAL SERVICE CENTER

Mr. Ray D. Reese
Librarian
Instructional Service Center
Professional Library
P. O. Box 66
Brigham City, Utah 84302

Mrs. Mary G. Hacking
Library Technician
Instructional Service Center
Professional Library
P.O. Box 66
Brigham City, Utah 84302

GPO 887-769